



Chelmsford City Council Audit and Risk Committee

27th September 2023

Annual Health & Safety Report 2022/23

Report by: Director of Public Places

Officer Contact:

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Purpose

To Provide members with the 2022/23 annual health & safety update.

Recommendations

That Members note the report.

1. Introduction

- 1.1. Chelmsford City Council is committed to high standards of health and safety management within a sensible risk management framework. This means having in place effective management arrangements within directorates to ensure the wellbeing of our staff, service users, members of the public and others affected by our organisation and services.
- 1.2. This report summarises the activity undertaken within corporate health and safety in the last 12 months, an analysis of accidents that have occurred, and a summary of audit activity undertaken.

- 1.3. The Council uses external health and safety advisors to assist in managing the Council's high-risk services. Peninsula have been in place since 2020, providing advice and carrying out audits across the higher-risk services such as Leisure, Waste Collection/Street Care and Parks, thereby providing an external check on the Council's approach to and implementation of its health and safety systems.
- 1.4. The Council has a Health, Safety & Welfare Forum that has senior level representation from across the organisation. The aim of the Health, Safety and Welfare Forum is to promote co-operation in instigating, developing and carrying out measures to ensure and improve the health, safety and welfare at work of all employees. The Forum have been consulted on this report.

2. Training

- 2.1. The core training courses of Managing Safely, Working Safely and Peninsula's Health & Safety Awareness continue to underpin the health and safety training provided by the Council, with additional specific training provided depending on the job role. The majority of roles within the Council are required to undertake one of these three training courses; Managing Safety for managers and supervisors, Working Safely for frontline operatives and Health & Safety Awareness for low-risk operatives. The Managing and Working Safely courses are accredited by the Institute of Occupational Health & Safety (IOSH).
- 2.2. Service areas are being encouraged to coordinate corporate wide training through HR to help ensure a central record is maintained and refresher training can be carried out in an effective and efficient manner.
- 2.3. The Council will continue to fund the necessary health & safety training to ensure employees comply with the relevant health & safety legislation.
- 2.4. Table 1 shows the training undertaken during 2022/23. Employees whose training is overdue is as follows:
 - IOSH Managing Safely – 14 (of which 7 have completed and submissions are awaiting marking)
 - IOSH Managing Safely Refresher – 0
 - IOSH Working Safely – 1*
 - Manual Handling (exc. Casuals) – 10**
 - Fire Warden Refresher Training – 3

Some of these outstanding are new requirements due to new posts or the rolling program for IOSH. A very small proportion will have required this training in 2022/23 and failed to attend, there is an incremental approach taken with staff to ensure these courses are undertaken, repeated non-attendance will result in disciplinary action.

* This figure does not include those on casual contracts as prior to training being undertaken a review is being undertaken to ascertain whether the employee is still undertaking shifts.

** This figure does not include Leisure Services employees as level of training and method of delivery is being reviewed.

Table 1 – Employee Training Carried Out

Course	No. of Employees Trained				
	2018/19	2019/20	2020/21	2021/22	2022/23
IOSH Managing Safety	17	16	13	66	30
IOSH Managing Safety Refresher	12	7	20	36	10
IOSH Working Safely	15	29	40	149	172
IOSH Working Safely Refresher	16				
IOSH Executive Directors & Chief Executive					6
H&S Awareness e-Learning					83
Manual Handling Train the Trainer	12	16	7	1	13
Manual Handling	212	142	122	211	239
Emergency First Aid	24	18	0	22	37
First Aid at Work	23	0	0	27	30
First Aid at Work Re-Qualification	19	14	26	13	21
Fire Marshall/ Fire Warden	62	20	37	59	79
Paediatric First Aid	0	0	2	7	1
Risk Assessment Refresher	44	6	35	1	7
Stress Management	26	15	0	0	0
Legionella Training for Operatives	12	12	10	7	25
Legionella Training for Supervisors	16	4	4	3	25
Legionella Awareness – eLearning					6
VDU Assessor Training	13	0	0	0	0
Display Screen Equipment e-Learning					339
Conflict Resolution & Lone Working	57	25	19	23	19
Management of Contractors	0	0	50	40	26
Evac Chair	29	21	0	28	19
Evac Chair Refresher	7	3	0	0	0
Mental Health Awareness for Managers	24	32	0	0	0
Total Trained	640	384	385	665	

3. Accidents

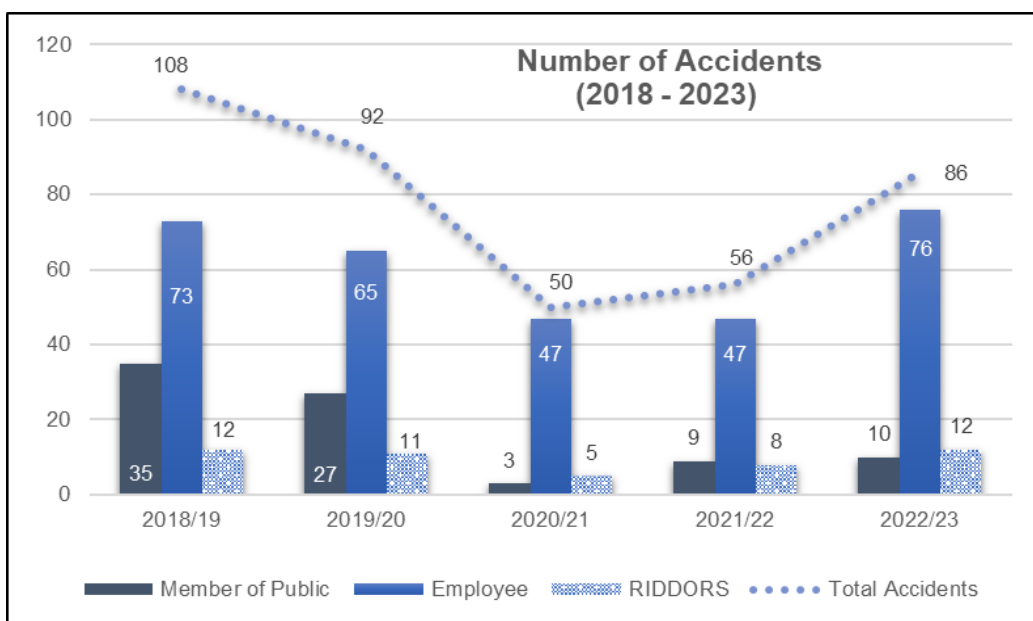
- 3.1. Accidents continue to be a key indicator of the effectiveness of the Council's health and safety management system. The pandemic will not have had a direct effect on the accident trend in comparison to previous years as the

higher accident rate areas of waste collection and parks continued to work throughout the pandemic. However, there may be an unidentified indirect effect that has contributed to a reduced number of accidents in these areas and therefore the overall accident rate, the increase in accidents in 2022/23 would support this theory. The accident rate remains low particular in comparison to the accident rate pre-pandemic.

3.2. Figure 1 shows the total number of accidents over the last 5 years involving employees and members of the public, and the number of those accidents that were RIDDOR reportable. RIDDOR reportable accidents are the more serious accidents or those resulting in more than 7 days off work.

3.3. When compared to the previous year, there has been an increase in the number of accidents to employees in 2022/23 and RIDDOR reportable accidents have increased by four, bring the accident rate back in line with pre-pandemic levels. The accident trends are discussed in more detail below.

Figure 1 – Total Number of Accidents



3.4. There were twelve RIDDOR reportable accidents in 2022/23 which is four more than the previous year. The number of RIDDOR accidents within waste collection services has reduced from seven in 2021/22 to five in 2022/23.

3.5. Out of the twelve RIDDORS, eight were reportable due to the accident resulting in 7+ days off work, two were reportable injuries (tenosynovitis and amputation of top of finger) and 2 were members of the public requiring hospital admission.

3.6. Figure 2 shows the incidence of employee accidents over the last 5 years. The majority of accidents occur in the Public Places Directorate which is expected due to the number of employees within the Directorate and the high-risk operational services provided.

Figure 2 – Employee Accidents

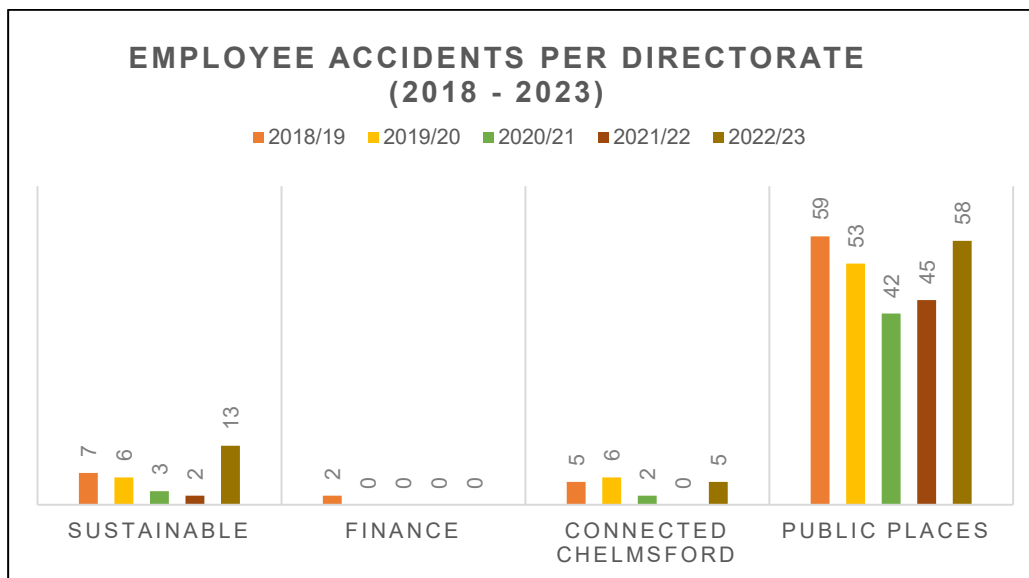


Table 2 - Employee Accident Categories for 2022/23.

Category	% of Accidents			2022/23	
	2019/20	2020/21	2021/22	% Of Overall Accidents	Number of Accidents
Slips/Trips	28	32	23	29	22
Impact	26	23	51	40	30
Manual Handling	18	21	13	8	6
Sharp Objects	8	11	6	4	3
Falls from Height	3	0	0	3	2
Needle Stick			2	0	0
Acts of Violence	3	6	4	7	5
Road Traffic Accident (Employee Injured)	3	0	0	5	4
Other	9	4	0	5	7

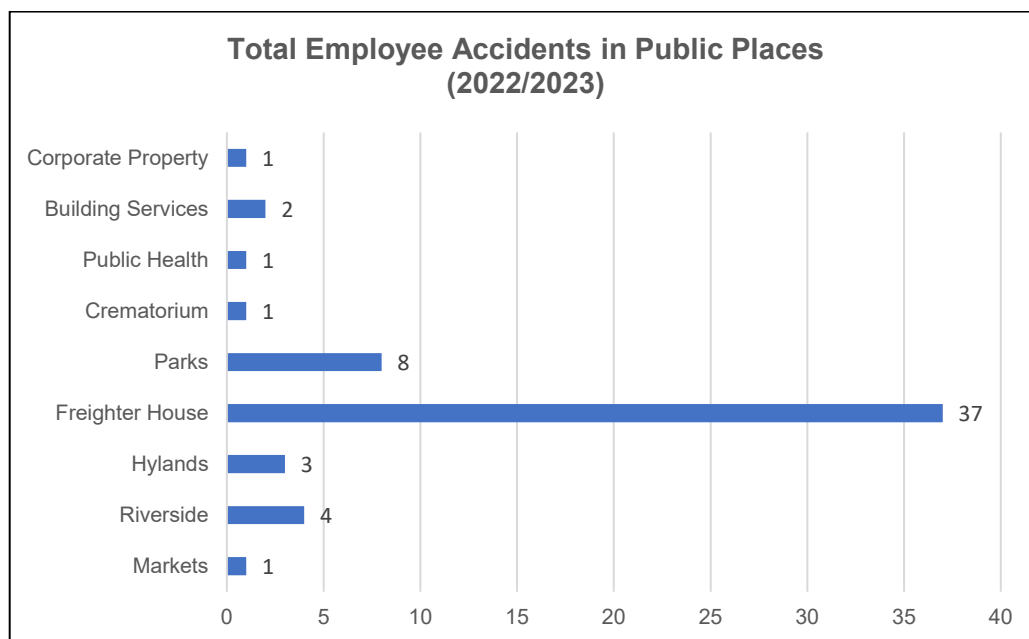
3.7. Due to the relatively small number of accidents, it is difficult to determine any specific trends with regards to accident causation. Slips/Trips and Impact continue to be the major causes of injury although actual numbers are relatively low compared to the scale of the waste collection operation where most of these injuries occur. The reduction in manual handling injuries is welcomed and again the number of injuries is very low given the high-risk manual handling activities that occur across the Council. The number and severity of acts of violence have increased in 2022/23 and this will be closely monitored to see additional training or safeguards need to be put in place. All other areas have remained at similar levels, when compared to last year's figures.

3.8 Of the 10 Employee RIDDORS:

- 1 was a slip/trip injury.
- 2 were impact injuries.
- 1 was a manual handling injury.
- 2 were fall from height injuries.
- 2 were from an act of violence.
- 1 was a road traffic accident injury.
- 1 other reportable injury (tenosynovitis).

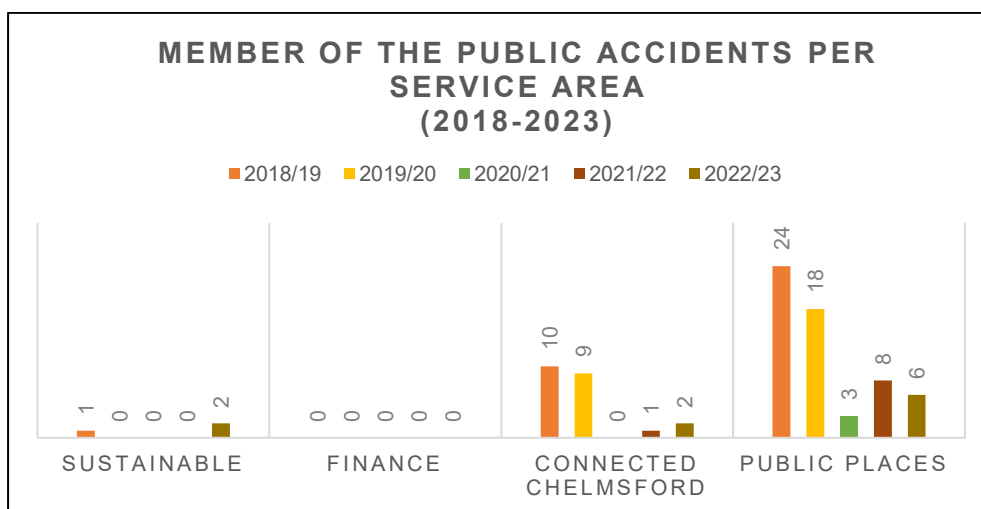
3.9 Figure 3 breaks down the accidents in Public Places to the respective service areas. As expected, the highest number of accidents occurred in services based at Freighter House, although the number of accidents is low considering the size and frequency of waste collection and street cleansing activities that take place. In 2022/23 there was an increase in the number of accidents for employees based at Freighter House from 31 in 2021/22 to 37 in 2022/23. Accident rates for other services within Public Places remain low.

Figure 3 – Breakdown of Accidents in Public Places Directorate



3.10 Accidents to members of the public are shown in Figure 4 below. There has been a slight increase in accidents, however this is still significantly lower than pre pandemic levels.

Figure 4 – Accidents to Members of the Public



4. Performance Indicators

4.1 Table 3 gives details regarding the performance indicators. As discussed above the number of accidents to employees and members of the public remains low, with a slight increase when compared to last year’s figures, however, this is still significantly lower than pre-pandemic levels. The number of accidents still remains at a very low level for the number of employees and scope of work activities carried out by the Council. The number of RIDDOR reportable accidents remains similar to previous years.

Table 3 – Performance Indicators

Performance Indicator	2018/19	2019/20	2020/21	2021/22	2022/23
Total Number of Accidents (Employees)	73	65	47	47	76
Total Number of Actual Accidents (Public)	35	27	3	9	10
Notifiable Employee Accidents (RIDDOR)	12	11	5	8	12
Number of lost time accidents	20	21	6	20	19
Fatal Accidents	0	0	0	0	0
Number of investigations carried out*	1	3	1	0	0
Audit investigations as per audit schedule	50%	46%	55%	70%	50%
H&S Policies Reviewed	100%	100%	100%	100%	100%
Dangerous occurrences	0	0	0	0	0

5. Audits

- 5.1 The following audits were undertaken by Peninsula (external auditors) during 2022/23:

Service	Date of Audit
Freighter House (Waste collections)	12/05/22
Parks (Waterhouse Lane)	26/09/22
Riverside	30/11/22
Freighter House Depot	19/12/22
South Essex Parking Partnership	07/02/23

- 5.2 The following shows the number of actions arising from the Peninsula audits, as of 31st March 2023 there are no outstanding high risk actions.

Service	Number of Actions			Number of Actions Completed	Number of Actions Outstanding	
	Total	Medium Risk	High Risk		Medium Risk	High Risk
Freighter House Waste Collection	7	-	-	Not put on T1 as general review of systems relating to reversing		
Parks	5	4	1	5	-	-
Riverside	4	4	0	3	1	-
Freighter House Depot	7	6	1	0	6	-
South Essex Parking Partnership	6	6	0	Not able to put on T1		
Total	29	20	2	8	7	-

- 5.3 Currently the following Peninsula Audits have been undertaken or are proposed:

Service	Date of Audit
Theatres	03/05/23
Freighter House (Waste Collection)	01/08/23
CSAC	September 23
Hylands House	June 23
Parks	September 23
Oaklands Museum	October 23
Dovedales	October 23
Hylands House	November 23
Freighter House (Streets/MRF)	December 23

6. Conclusion

- 6.1 The safety management systems at Chelmsford City Council continue to be effective in ensuring the safety of employees and members of the public. Where weaknesses have been identified, remedial action has been taken to ensure more robust measures are implemented. Overall, the accident levels remain very low for an organisation delivering a wide range of services daily to 181,000+ residents and visitors to Chelmsford.

List of appendices:

None

Background papers:

None

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: An effective health and safety management system has a positive impact on risk management

Equality and Diversity: None

Health and Safety: An annual report enables Management Team and Members to have oversight of the Council's health and safety responsibilities

Digital: None

Other: none

Consultees:

Management Team

Relevant Policies and Strategies:

None
