

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Adroddiad i: Report to:</b>	Governance and Audit Committee
<b>Dyddiad: Date:</b>	20 July 2021
<b>Pwnc: Subject:</b>	Corporate Health and Safety Annual Report 2020/21
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<b>Natur a Rheswm dros Adrodd / Nature and Reason for Reporting:</b> To inform the members of the Governance and Audit Committee of the Authority's performance with regard to Health and Safety during the period April 1 <sup>st</sup> 2020 to March 31 <sup>st</sup> 2021.	

## Introduction

1. The Corporate Health and Safety Policy states an annual report will be written with regard to Health and Safety performance. The report is presented in a format identified by WLGA to enable key information to be included. The report is present in [Appendix A](#)

## Recommendation

2. That the Governance and Audit Committee:
  - Consider the report and recommendations included



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

# Health and Safety Report 2020 / 21

## Corporate Health and Safety Annual Report

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### **1 Introduction**

The Isle of Anglesey County Council's Corporate Health and Safety Policy includes a commitment to the preparation and publication of an Annual Health and Safety Report.

Welsh Local Government Association (WLGA) have developed a framework and guidance for the production of an Annual Health and Safety Performance Report. The framework and guidance provides a series of headings to assist with the reporting of health and safety performance. This framework was not intended to be a comprehensive analysis of health and safety but should assist in identifying the commitment, ability and direction of the management of occupational health and safety. This report follows the format provided by WLGA.

During the past twelve months significant changes have taken in the work place to address the risk from the COVID19 pandemic. The management system in place has had to adapt to allow for these changes.

### **2 Corporate Management during the COVID 19 Pandemic**

An Emergency Management Response Team (EMRT) was formed to oversee the management of Ynys Mon County Council's undertakings during the Covid19 crisis. This allowed an overview of all activities and all reactive work required during the crisis. The EMRT by meeting either daily or weekly (dependant on local circumstances), ensured informed and timely management decisions were made for work activities and service provision.

Senior Responsible Officers and sub-groups were identified to allow more focus on specific topic areas such as PPE provision, communication, TTP, vaccinations, etc. Effective and dependable work from home arrangements were established immediately for office-based workers, whilst front line services and workers were informed by specific risk assessments and associated safety measures.

During the crisis "Lockdowns" were imposed and eased as part of the national approach to combat the risk to health and ensure the capacity of the NHS to provide care was not overrun.

As Lockdowns were eased more work activities were restarted. An Opening Group was formed to assess risk assessments and operational plans for restarting work activities and

allowing the “opening” of buildings and associated services. This group assessed the safety precautions in place to allow this and continued follow up monitoring.

The Senior Leadership Team (SLT) continued to provide continuity and governance of the council with regard to general management and actions, with decisions still taken by the Executive. This was supported by meetings of the Penaethiaid Group to enable escalation of any issues to SLT to ensure appropriate action can be taken to resolve matters, health and safety related or other.

The Corporate Health and Safety Plan for 2020/21 was not followed due to the need to address the immediate and evolving demands during the crisis. Most of the actions from the 2020/21 plan have been incorporated into the 2021/22 plan, whilst recognising the additional risks and demands of living, working, and providing services in a Covid 19 world. There has been some amendment and acknowledgement to the possible need to address issues and service which may arise during the ongoing crisis situation.

### **3 Statistical Information**

The data presented below includes all accidents and incidents reported during 2020/21. The internal classification of accidents and incidents has been in three categories - Minor, Serious and RIDDOR.

Minor accidents and incidents would have been accidents / incidents where the resulting injury or loss was insignificant. This includes accident and incidents which resulted in no injury or loss and the potential outcome may be insignificant if injury or loss had occurred.

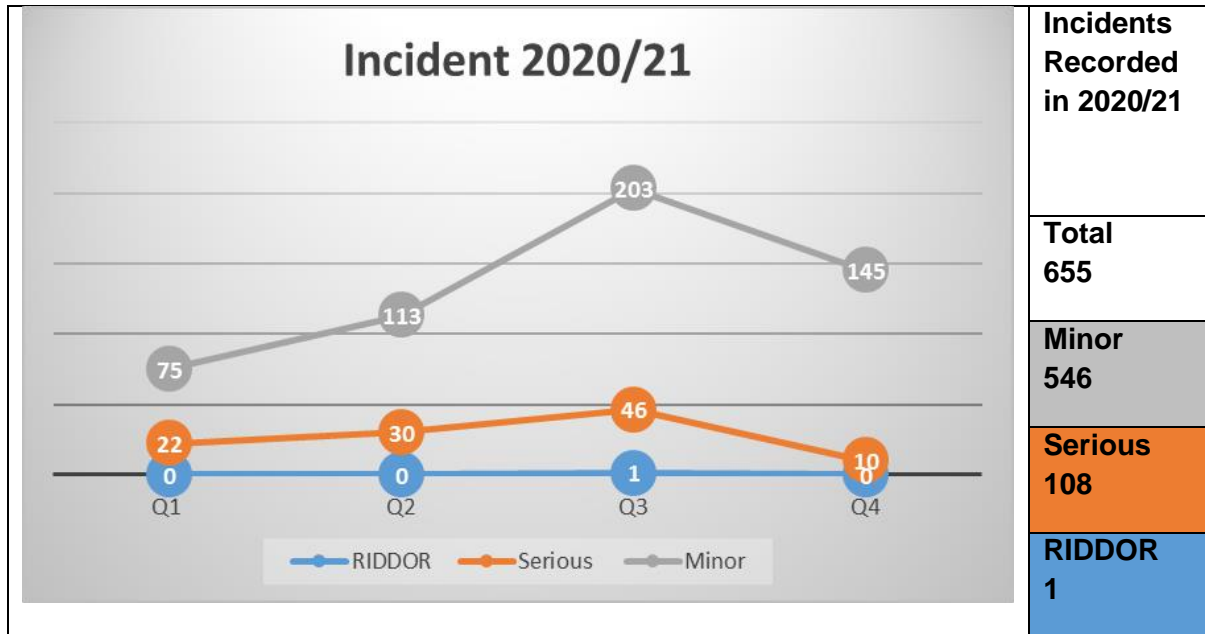
Serious accidents / incidents are classified where the outcome resulted in significant injury or loss or where there was potential for significant injury or loss. This includes accidents and incidents which resulted in no injury or loss but the potential outcome may be significant if injury or loss had occurred.

RIDDOR accidents and incidents are accidents or incidents which met specific criteria that required reporting to the HSE. The criteria for reporting these types of accidents and incidents are provided within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

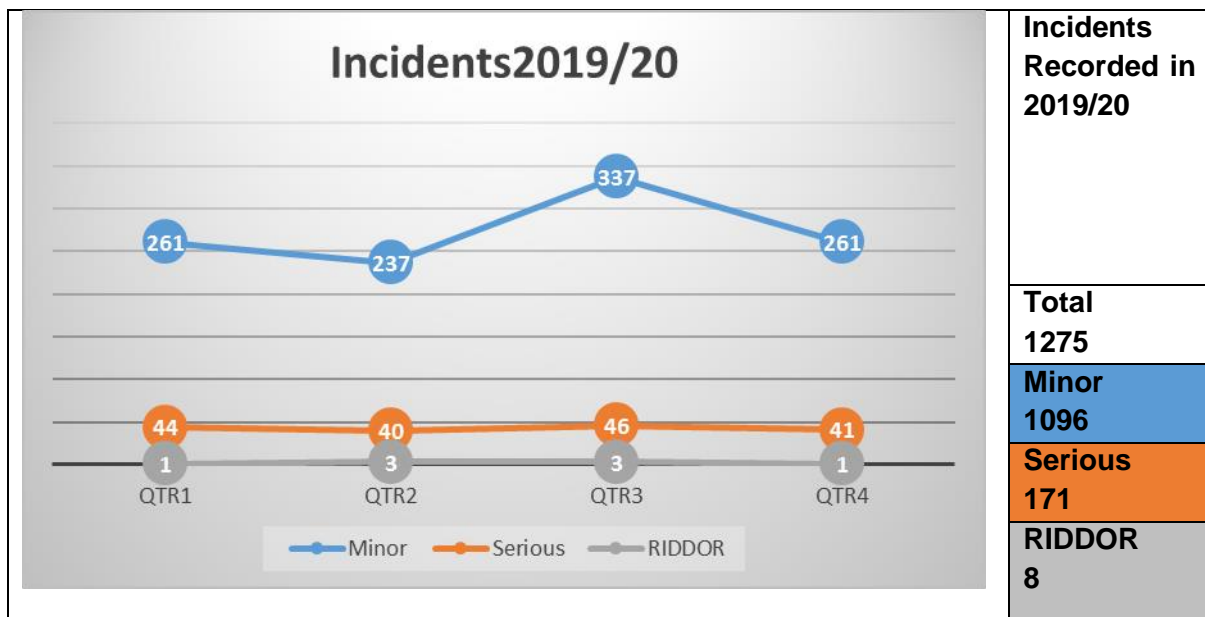
The table below presents the number of accidents and incidents for the whole authority. This includes incidents involving members of the public, service users, school pupils, contractors, facilities as well as employees.

**All incidents reported**

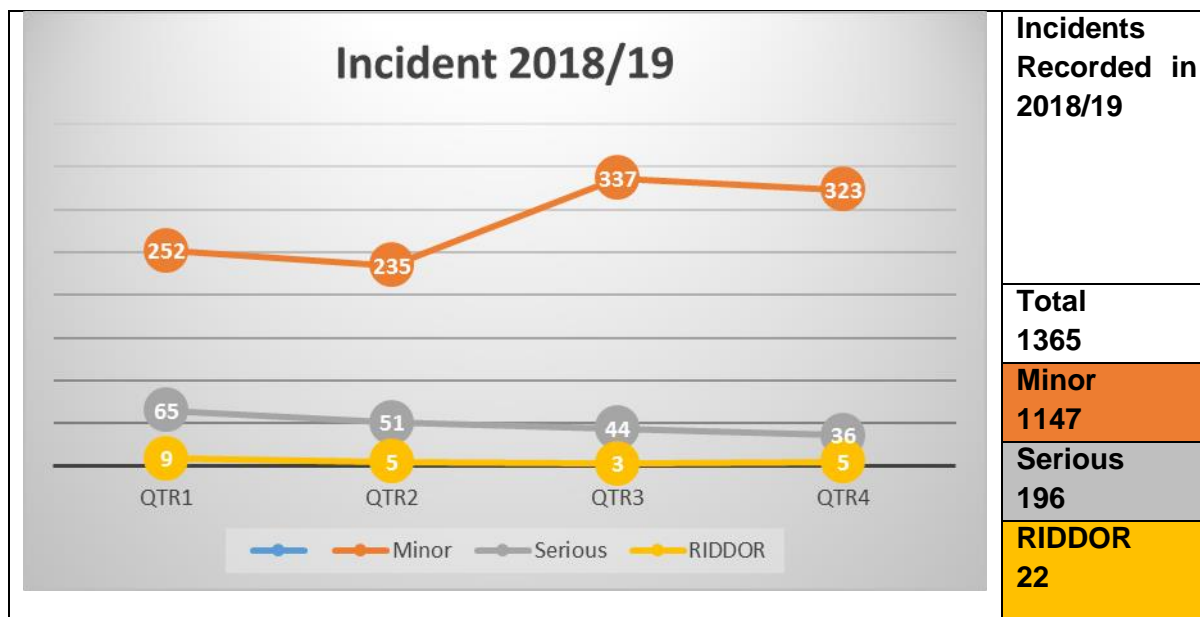
**Table 1 – All incidents 2020/21**



**Table 2 – All incidents 2019/20**



**Table 3 – All incidents 2018/19**



Analysis of Tables 1, 2 and 3 show a significant decline in the number of incidents in 2020/21 (Table 1) compared to the previous two years (Table 2 & 3). This decline is considered to be directly related to the reduced number of services operating. The recording of incidents involving school pupils is a requirement. Incidents recorded from schools would normally be the largest number recorded per Service. As schools were closed for periods during 2020/21 this would account for the reduced number of incidents recorded within Education Services.

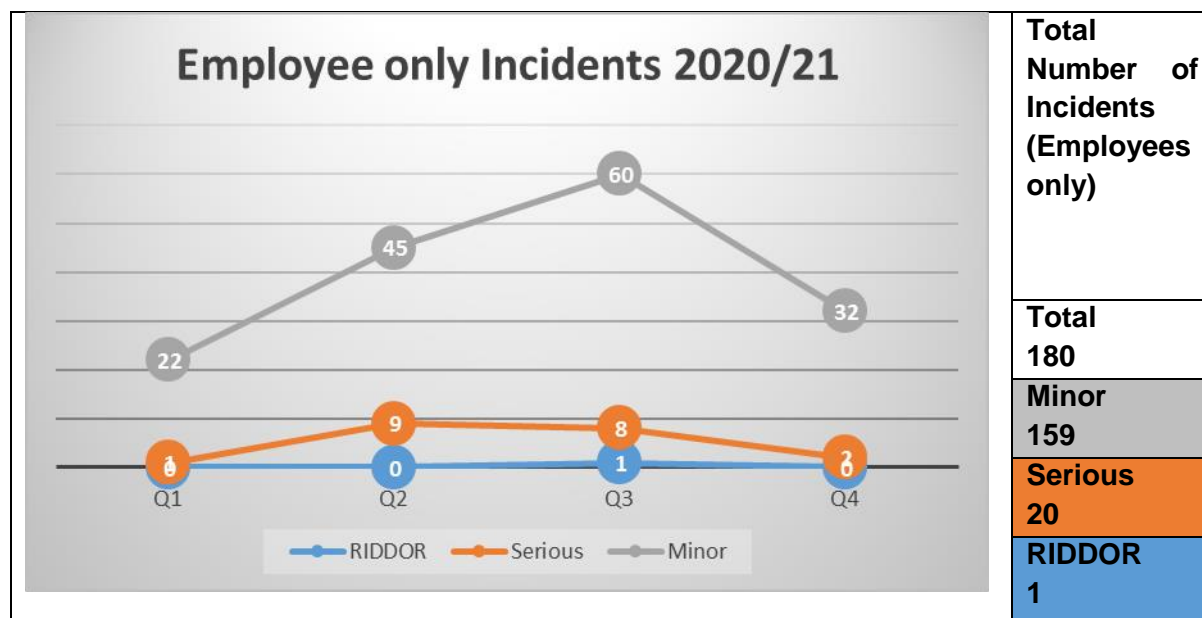
The increase during the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of the year would reflect this as this was a period when schools were open to some extent.

The tighter controls in place due to Covid19 restrictions would account for some reduction in the number of incidents reported.

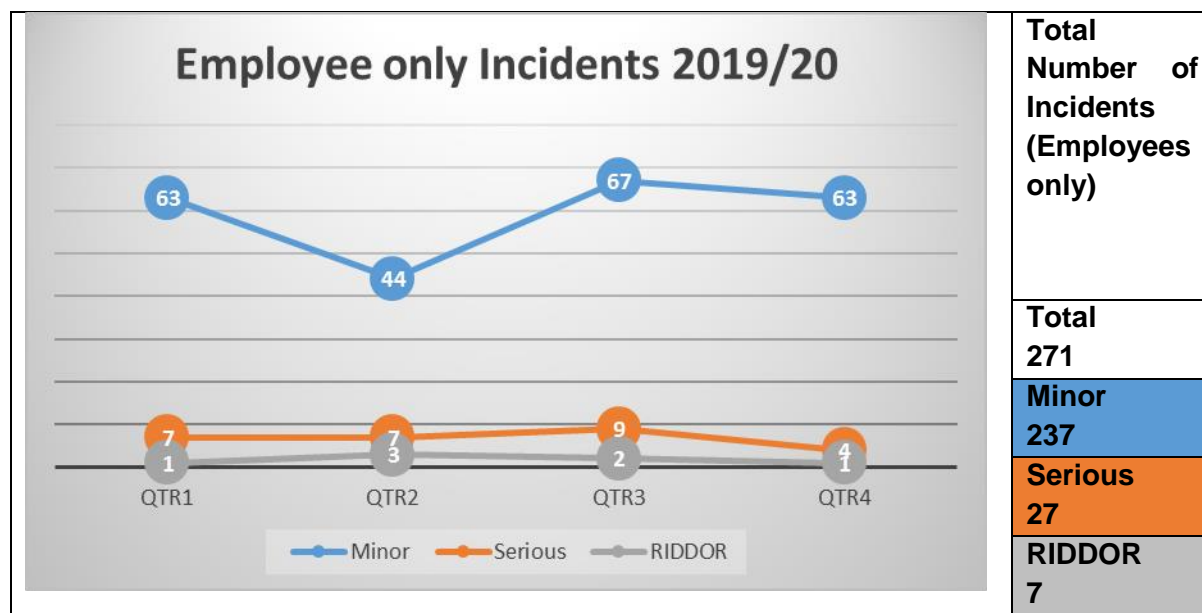
### Employee only incidents

The tables below presents the number of accidents and incidents involving employees only.

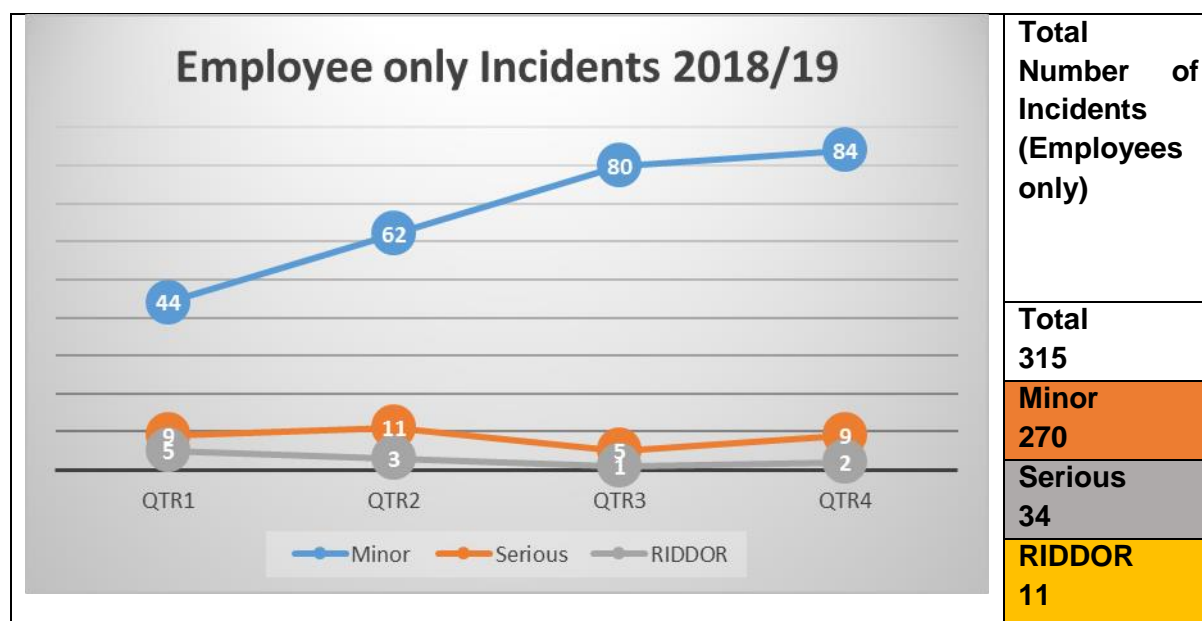
**Table 4 – Incidents relating to employees only 2020/21**



**Table 5 – Incidents relating to employees only 2019/20**



**Table 6 – Incidents relating to employees only 2018/19**



Analysis of Tables 4, 5 and 6 show a reduction in the number of incidents in 2020/21 (Table 4) compared to the two previous years (Tables 5 & 6). It is considered this is due to the reduced number of activities taking place under Covid19 restrictions. Similar to the figures for “All Incidents” reported (Table 1) there is an increase in the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters. This would reflected the period where more activities were taking place. The tightening of restrictions and reduced activity in the 4<sup>th</sup> Quarter would confirm this.

#### 4 Corporate Training Provision

The on-going pandemic had a significant impact on training provision during 2020-21, with classroom sessions suspended and training delivered virtually where possible.

As a result of the pandemic, a total of 9 planned Corporate Health & Safety classroom sessions were cancelled due to lockdown restrictions. These included courses around Medication, Risk Assessment, Manual Handling and First Aid.

Despite this, a total of 13 Corporate Health & Safety sessions were successfully held with a total of 81 attending. These included classroom sessions with **limited capacity** and a COVID related risk assessment being undertaken beforehand, as well as virtual sessions where possible.



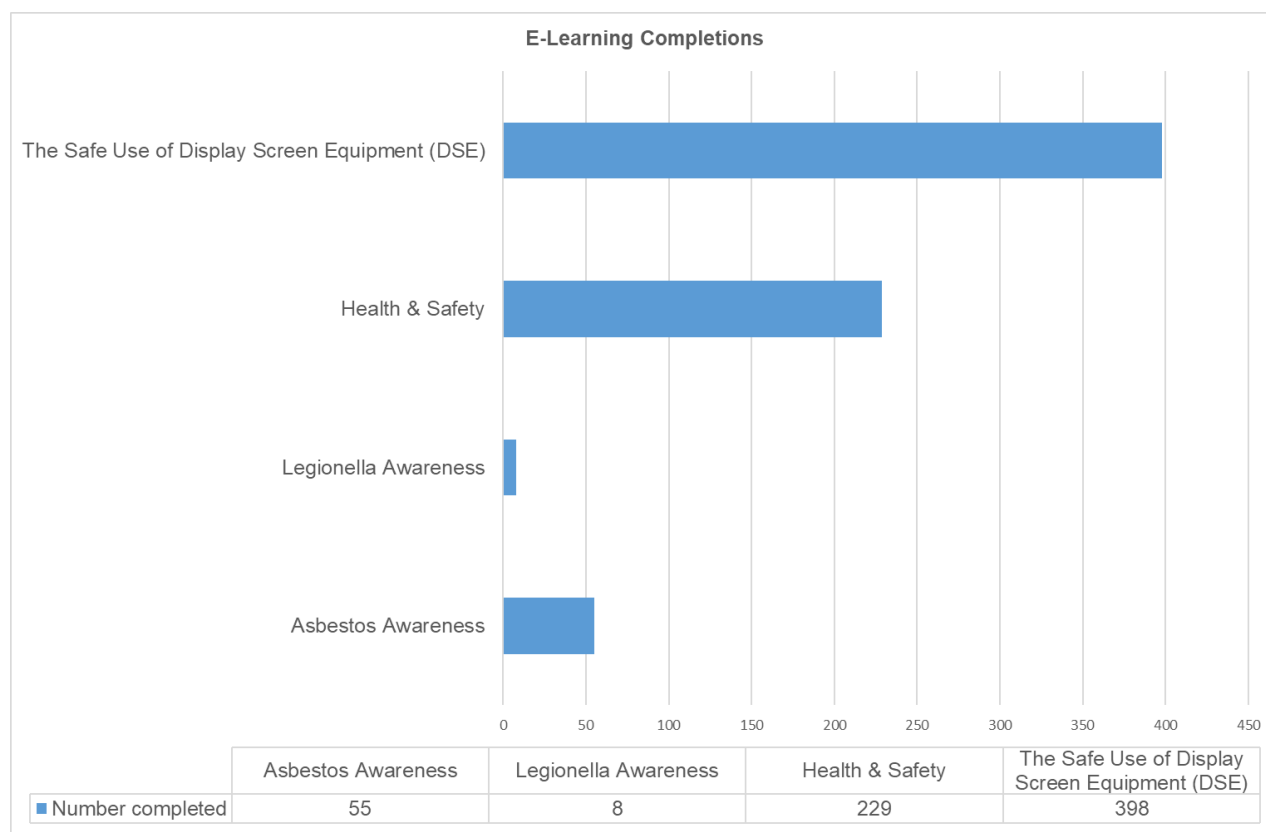
**Table 7 – Corporate Health & Safety Sessions, April 2020 – March 2021**

Course	Sessions Held	Numbers attended
First Aid at Work (3 Days)	2	10
First Aid Refresher (2 Days)	4	20
Risk Management	1	12
Infection Control	1	9
National Plant Certificate Tractor / Skidsteer	3	10
Passport A-B	2	20

More emphasis was also placed on E-Learning as an alternative method of meeting training needs during the on-going pandemic, with E-Learning access being arranged for Asbestos, as well as on-going work on developing an in-house module for Control of Substances Hazardous to Health (COSHH). Legionella e-learning was also arranged during March 2021, with further completions expected into the next year. Our existing Health & Safety and Display Screen Equipment modules were also heavily utilised during this period. Across the 4 Health & Safety related modules, there were a total of 690 completions.

Please refer to Table 2 below for an overview of the E-Learning completions. As noted above, the Legionella course was rolled out during March 2021, as such the completion data is relatively low at present. In addition, both the Legionella and Asbestos courses were only offered to a small target audience, whereas the other courses are widely available to staff.

**Table 8 – Corporate Health & Safety E-Learning Completions, April 2020 – March 2021**



## Social Care Sector

As well as the Corporate Training Provision, Health & Safety courses and E-Learning also continued to be arranged around the on-going restrictions for the Social Care Sector.

Similarly, there were 9 planned Health & Safety sessions for the Social Care Sector which had to be cancelled, including Risk Assessment and Manual Handling. However, courses were also adapted to virtual sessions and/or E-Learning.

A total of 7 Health & Safety sessions specifically for the Social Care Sector were arranged during the year, attended by a total of 57, and all were held virtually. Follow up sessions are required for the Passport A-F Manual Handling in order to meet more of the practical elements.

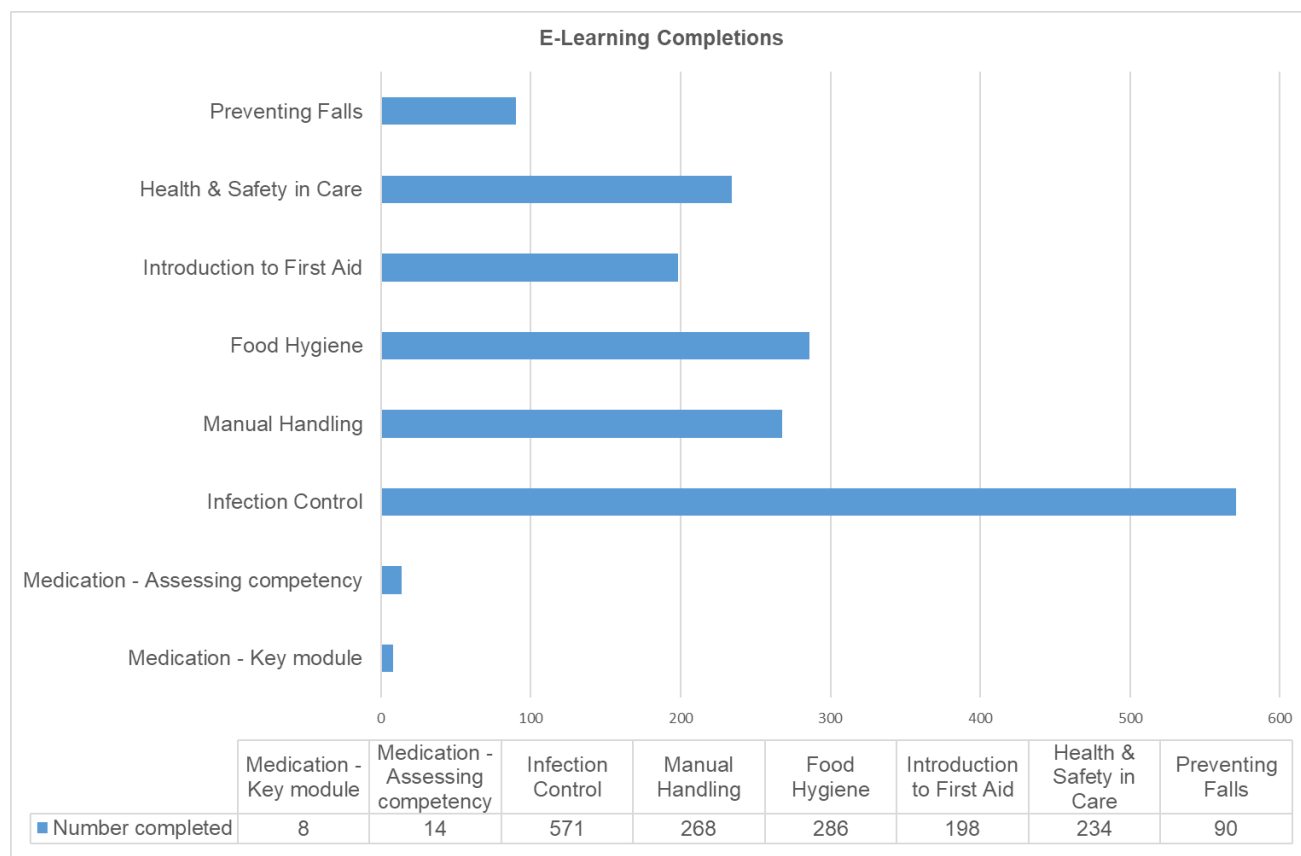
**Table 9 – Social Care Health & Safety Sessions, April 2020 – March 2021**

<b>Course</b>	<b>Sessions Held</b>	<b>Numbers attended</b>
Passport A-F	2	16
Infection Control	2	24
Bloodborne Pathogen - Foster Carers	1	8
Risk Assessment Accredited	2	9

E-Learning was also maximised to its full potential during this period, with a total of 861 completions across the 8 Health & Safety related modules arranged for the Social Care Sector and/or situated within the Social Care Dashboard of Learning Pool.

Table 4 below provides an overview of the E-Learning completions, however it must be noted that the Medication modules were arranged for a specific target audience, whereas the remaining modules are available to staff via the Social Care Dashboard.

**Table 10 – Social Care Health & Safety E-Learning Completions, April 2020 – March 2021**

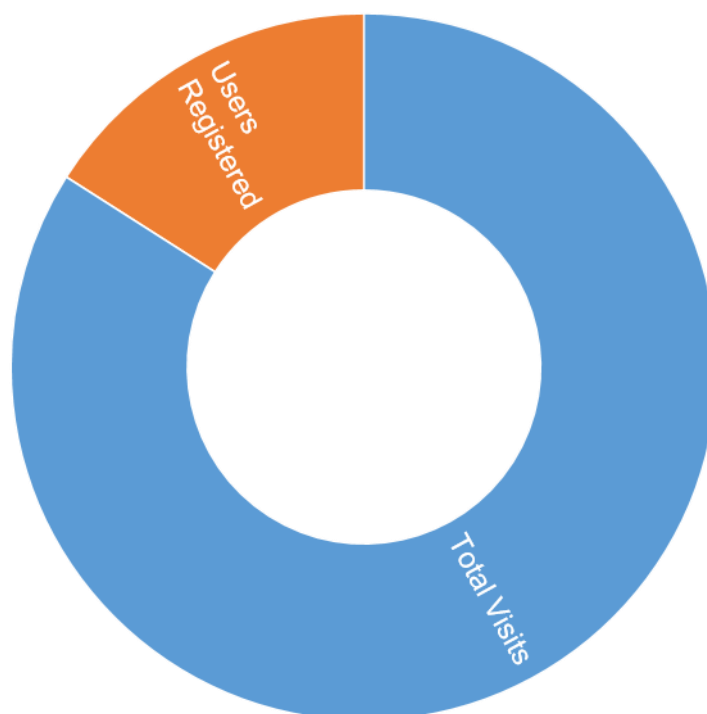


**Health & Well-being**

Staff health and well-being has been a key priority during the on-going pandemic, with several initiatives implemented during 2020-21.

At the commencement of the initial lockdown period in March 2020, a Working from Home Well-being page was quickly established sharing information and resources around the on-going threat of Coronavirus, as well as health and well-being in general.

During this period, the page had a total of 14,163 hits, across a total of 2,691 users. This highlights that the page was very well received as it clearly indicates that users were returning to the resource throughout the year.

**Table 11 – Working From Home Well-being Page: Users Registered against Total Visits, March 2020 – March 2021**

During March 2021, the page was revamped in to a Health & Well-being Category and now houses 7 individual pages around specific Health & Well-being areas, and has registered 134 users across the 7 pages in the last month of 2020-21.

A total of 21 sessions were arranged corporately around Health & Well-being areas such as financial well-being, hate crime, substance misuse, mental health and also an insightful question and answer session with Dr Dyfrig Ap-Dafydd around the COVID-19 Vaccinations. A total of 223 members of staff attended across all sessions.

**Table 12 – Corporate Health & Well-being Sessions, April 2020 – March 2021**

Course	Sessions Held	Numbers attended
Mid-Career Financial Planning Seminar	1	6
Fraud Prevention Training	1	30
Pre Retirement	2	6
Foundation of Financial Well-being	1	10
Financial Well-being - Protection	1	11
Financial Wellness	1	7
Hate Crime Awareness Session	3	16
Substance Misuse Awareness	2	11
Boosting Your Mental Health and Wellbeing	1	20
Emailogic - Email Etiquette and Wellbeing	2	44
Mental Health Awareness for Staff	3	23
Mental Wellbeing at Work for Managers	2	18
Dr Dyfrig - COVID-19 Vaccine Q&A	1	21

In addition, the Social Care provision also arranged a total of 7 Health & Well-being related sessions, with a total attendance of 62. These were primarily around Mental Health and Anxiety.

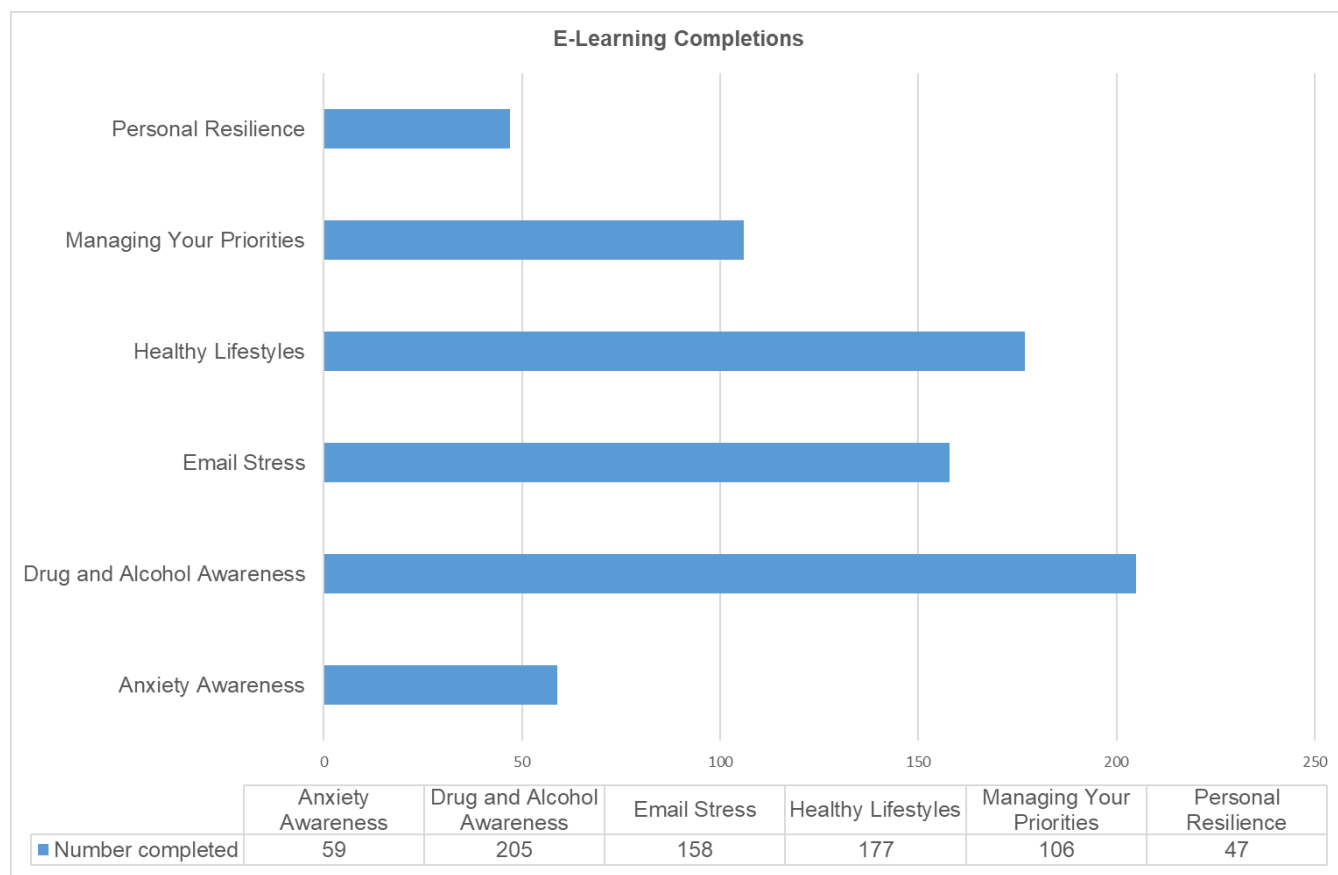
**Table 13 – Social Care Health & Well-being Sessions, April 2020 – March 2021**

Course	Sessions Held	Numbers attended
Mental Health First Aid	2	12
i-act Mental Health Awareness	2	13
Anxiety Awareness for Managers	1	13
Anxiety Awareness	2	24

E-Learning again proved invaluable during this period, with existing modules being utilised, as well as the more recent launch of the Anxiety Awareness and Personal Resilience modules towards the end of February 2021.

In total there were 752 completions across 6 modules during 2020-21. Completions are broken down per module in Table 8 below, and it is noted that Personal Resilience and Anxiety Awareness completions are naturally lower due to their later launch in comparison to the other modules.

**Table 14 – Health & Well-being E-Learning Completions, April 2020 – March 2021**



Despite the limitations of pandemic, the Learning and Development Team has succeeded in sourcing alternative methods of training delivery in order to ensure that staff are able to continue within their roles in a safe manner.

The inclusion of the various Health and Wellbeing sessions to support staff during this very difficult time have been given high priority and feedback received suggests that these sessions have been well received and welcomed by staff.

## **5 Partnerships**

### **The North Wales Health and Safety Teams**

Limited work has been done between the Corporate Health and Safety Teams in North Wales during the COVID19 crisis. There has been some communication with regard to requests for advice on specific issues relating to COVID19.

A large amount of work carried out during the COVID19 crisis has been to ensure the provision of PPE provided by the Welsh Government. The work done by the PPE Group to oversee this has been key to managing and monitoring supply. The work done by Canolfan Byron staff to ensure the provision of PPE to Ynys Mon County Council staff has been imperative.

### **HSE**

The HSE have carried out some proactive work with regard to COVID19. Six schools on Anglesey were inspected as part of this programme to assess the COVID control measures. During the inspections the HSE did not raise any significant issues. The inspections were carried out jointly with the Assistant Corporate Health and Safety Advisor.

An investigation into the case of HAVS reported to the HSE on 12th December 2018 resulted in an Improvement Notice being issued to Ynys Mon County Council. Compliance with the Notice was completed by 27<sup>th</sup> January 2020 and a letter of confirmation received. Work has continued to monitor the controls implemented as a result of the Improvement Notice. This has included regular meetings between the Chief Executive Officer, Head of Housing Services, Housing Health and Safety Officer and Corporate Health and Safety.

### **Reactive Inspections**

With regard to some reporting of positive COVID tests and possible connection to the work place, follow up inspections have been undertaken by Environmental Health and Corporate Health and Safety.

Follow up inspection carried out at:

Ysgol Uwchradd Bodedern

Ysgol Moelfre

Ysgol y Ffridd

Ysgol Corn Hir

Ysgol Morswyn

## **6 Joint Consultation**

### **Health and Safety Group**

As part of the controls to address COVID19 meetings have been suspended to prevent close contact of staff. A virtual Corporate Health and Safety Group meeting has been held during the COVID19 crisis. The meeting allowed Health and Safety Co-ordinators from services across the whole of the council to share information and experience of control measures and adaptations implemented to deal with the risks from COVID19.

During the easing of restrictions over the year, the council has developed risk assessments for activities and buildings. Human Resources has been in consultation with the Unions through this process.

## **7 Occupational Health Provision**

A bilingual Occupational Health Service is provided by Gwynedd County Council, which is managed by the HR Service. There are just over 450 appointments made available to staff each year. These are allocated via line manager referral or self-referral by the member of staff. There are approximately 200 appointments made available to staff who feel they will benefit from physio, these appointments are made by referral from Occupational Health following a consultation.

## **8 Key Achievements**

### **EMRT**

The Management of the Covid19 crisis by the EMRT could be seen as a key achievement over the year. The ability to set up and maintain a management system and group to oversee all activities with close scrutiny has been successful. This has allowed continued services in some areas, re-opening of services and reallocating resources as required. This has had to include implementing adaptations to provide Covid Secure work and environments across various service sections.

EMRT has enabled communication links and work with external partners on a local, regional and national level.

### **PPE**

Despite the initial difficulties and uncertainties, the continued supply and distribution of PPE through the Covid19 crisis should be considered a key achievement. The setting up and management of a central store for supply of PPE should be considered a successful project of work. The contribution from staff at Canolfan Byron has been significant in achieving this. This was supported in the initial stages by the Property Section.

This has included supply of PPE to organisations outside of the Council.

### **Learning Pool**

The speedy and efficient adaptations to the Learning Pool as a method of providing specific information and training with regard to Covid19 risks and controls should be considered a key

achievement. This has enable staff and external partners to access relevant information which should assist with their health and safety.

## **Staff**

The flexibility and commitment of staff from all services to provide continued services in a safe manner through the crisis should be considered a key achievement. This includes providing new services for example delivery of food parcels or transport of members of the public to medical appointments. Those front line staff have continued to provide high quality services for the people and communities of Anglesey, despite the personal risks to their own safety. The continued services provided by staff working from home should also be recognised.

## **9 Safety Performance**

The scale of work carried out to ensure continued service provision from the Council should not be underestimated. During the period from April 2020 to March 2021 there has been the development of new risk assessment formats, new guidance and new operational plans developed to address the risk from Covid19

Proactive inspections focused on Covid19 controls were carried out by the Corporate Health and Safety Team on all schools and care homes as these were considered the greatest risk.

Specific guidance was developed for the use of PPE and other controls measures to reduce the risk from Covid19.

Every site and activity had to be reassessed to consider the risk from Covid19. This included identifying physical alterations to work places, for example screens, social distancing measures, additional signage and sanitiser dispensers. Site rules for every location had to be considered and addresses. New monitoring procedures were required to assess effectiveness and adherence to the new control measures implemented.

The risk assessment process had to consider which services must be continued such as emergency housing maintenance, enforcement work, provision of care and other essential work. This required the introduction of new controls to maintain staff and client safety.

New work introduced include the provision of accommodation for homeless people, the increased need for food banks and delivery of food parcels. These all required new risk assessment and methods of work.

A full review of transport provision and maintenance was required. The increase of remote / working from home had to be enabled in a safe manner.

During this process, Risk and Insurance and Corporate Health and Safety assessed each risk assessment and working procedure and provided comment to the Re-opening Group before final acceptance by EMRT. This provided tight control over all work activities.

This equated to 482 risk assessment and reviews during the period from April 2020 to 31<sup>st</sup> March 2021. The risk assessment process is a continual process and this work is ongoing with the development of new risk assessments and review to ensure all risk assessments remain current.



Table 15 below provides a guide to the number of risk assessment and reviews and the number of new Corporate Guidance documents developed during the 2020/21 period.

**Table 15 – Number of risk assessments developed, reviewed and number of reviews**

Site / Activity	Number of Site and/or Activities	Number of Risk Assessments	Number of Reviews
Schools	46	69	3
Flying Start	6	14	2
Libraries	11	30	2
Archives	1	2	2
Oriel Mon	3	11	2
Leisure Centres	4	11	1
Leisure Activities	3	3	1
Care Homes / Visit Arrangements	5	12	3
Offices	4	19	2
Site / Inspections visits	3	32	1
Fleet vehicle	3	6	1
Waste Sites	2	2	1
Countryside / Maritime	12	12	2
Toilets	1	4	2
Community Activities	12	12	1
Housing	10	10	1
PPE Store	1	2	1
General activities / training / placements	9	9	1
Totals	136	260	29
<b>Guidance documents</b>			
Topics		Review / Amendments	
18		3	

There is an expectation for organisations to report certain incidents to the HSE. There are time scales for reporting and reacting to these type of incidents. A performance indicator for the Corporate Health and Safety Team is to react to RIDDOR incidents within five days.

One RIDDOR has been reported during the past twelve months. This was reporting within the time period by the Corporate Health and Safety Team.

There is a requirement to report incidents where contracting COVID19 directly due to a work activity has occurred.

Incidents where persons has shown signs of COVID19 (not confirmed) have been reported to Corporate Health and Safety. These have been mainly in schools and concerned with pupils showing symptoms and being sent home. Each incident may not relate to only one person.

**Table 16 – Number of Covid19 incidents reported**

Number of Incidents reported	145
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**10 Strategic Action Plan**

<b>Strategic Action Plan</b>	
<b>PLAN</b>	<p>Corporate Health and Safety Action Plan (CHSAP) The CHSAP has been developed to address known areas for improvement. Service Health and Safety Action Plans (SHSAP) – The CHSAP will be agreed by SLT</p> <p>SHSAPs should be planned to address known areas for improvement specific to the relevant Service. SHSAP should consider the ongoing management of the Services “business as usual”. The SHSAP will be agreed by the Director or Head of Services for the relevant Service.</p> <p>Due to COVID19 crisis reactive actions will be required. This may be tightening or relaxing restrictions of work or providing new services to assist the community during COVID19 issues.</p> <p>Plans and Risk Assessments will be developed by the relevant Service involved with the work. These Plans and Risk Assessments will be presented to EMRT for consideration and approval before being implemented.</p>
<b>DO</b>	<p>CHSAP implemented by All Services – actions from the CHSAP will be completed as required. Monitoring of progress will be carried out by means of Services reporting progress to the Corporate Health and Safety Coordinators Group. Progress reports based on information provided in the</p> <p>SHSAP implemented by Relevant Services – actions from the SHSAP will be completed as required. Monitoring of progress will be carried out and reported in the relevant Service Management Team or Health and Safety Group meetings. Services will report progress on their SHSAP to the Corporate Health and Safety Group.</p> <p>Tightening or relaxing restrictions on Services and provision of new/additional services will progress as agreed with EMRT.</p>
<b>REVIEW</b>	<p>Quarterly reviews will be carried out on progress of the CHSAP by the Corporate Health and Safety Group The review will consider progress of actions, the effectiveness of actions implemented and possible further action due to changing climate due to COVID19</p> <p>Quarterly reviews will be carried out on progress of the SHSAPs by the relevant Service Management Team or Health and Safety Groups The review will consider progress of actions, the effectiveness of actions implemented and possible further action due to changing climate due to COVID19</p>

## **11 Conclusion**

The COVID19 crisis has dominated the work carried out by the council during the year. The formation of the EMRT to oversee the management of the Council during the crisis has enabled the implementation of tight risk controls to address the health risk.

The presentation of plans and risk assessment to EMRT before allowing work to be carried out assisted in ensuring work was carried out in as safest manner as possible. The decision making process allowed for transparent documented assessment of the work carried out.

The presentation of the weekly Situation Reports provided the senior management with a good knowledge of the current status of staff capacity, work carried out and possible areas of concern. The capacity for this type of reporting should be considered or future monitoring of the Council's performance with regard to Health and Safety.

Many parts of the Corporate Health and Safety Action Plan for the year 2020 to 2021 had to be delayed due to dealing with the crisis.

Some work streams developed due to the crisis could be of benefit for the future. The development of the Learning Pool to include access to internal Health and Safety Guidance documents specific to COVID19 could be continued to provide training and information to other Health and Safety topics.

## **12 Recommendation**

The Council should follow the strategic plan for management of Health and Safety and implement the Corporate Health and Safety Action Plan. It is acknowledged that due to the continued situation with COVID19, the actions in the Corporate Health and Safety Action Plan may be delayed or replaced with more urgent actions to address the risk from COVID19.