

ISLE OF ANGLESEY COUNTY COUNCIL	
Adroddiad i: Report to:	Governance and Audit Committee
Dyddiad: Date:	September 2022
Pwnc: Subject:	Corporate Health and Safety Annual Report 2021/22
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Natur a Rheswm dros Adrodd / Nature and Reason for Reporting: 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 st 2021 to March 31 st 2022	

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



Health and Safety Report 2021 / 22

Corporate Health and Safety Annual Report

Summary

- **Corporate Management** – An Emergency Management Response Team (EMRT) was set up to oversee management during the Covid19 crisis. This has now be disbanded and management has reverted back to Senior Management Team.
- **Statistical Information** – total incidents recorded in 2020/21 were 966 with 4 being reported to the HSE as a legal requirement. Total staff only incidents were 188. This included the 4 report to the HSE. Both these figures were a slight increase on the previous year, considered to be due to lifting of restrictions and more activity. These figures were still below pre-Covid figures.
- **Corporate Training** – virtual and on-line training has replaced some courses which may have previously been done face to face. Where face to face training has been essential it has been carried out with safety controls in place. There has been an increase in training during this period.
- Training has included Coronavirus, Financial Well-being, Health and Fitness, Mental Health, Safeguarding and Well-being at Work. This has been to reduce possible effects of the Covid19 crisis.
- **Partnership work** – communication with external organisations has taken place to assist with sharing of information and assist effective working during the Covid19 crisis. This has included the other North Wales authorities, Leeds University and MSPRAC.
- **Health and Safety Group** – meetings of Health and Safety Coordinators within the council have continued, enabled by virtual meetings. This has allowed consultation across all Council Services
- **Occupational Health** – the provision of an Occupational Health service has been maintained during the period of 2020/21. This has been enabled by both virtual and in person appointments.
- **Key achievements -**
 - Effective management by EMRT
 - Being one of the first authorities to implement CO2 monitoring as a control measure with recognition from Welsh Government
 - Development of online (E-learning) programmes
 - Flexibility and commitment from all staff
- **Health and Safety support** – Corporate Health and Safety Team has continued to provide support across all Services during this period.
- **Strategic Action** – the Strategic action plan remains as three main points Plan, Do, Review. Plan work in advance, Do the work in compliance with plans and Review to ensure effective work
- **Conclusion** – The Council has adapted to significant changes in the methods of safe working whilst continuing to provide services to the community. This has enable identifying new methods to provide services and possibly work in a more efficient manner.

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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.

2 Corporate Management during the COVID 19 Pandemic

An Emergency Management Response Team (EMRT) was formed in 2020 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 met regularly to ensure informed and timely management decisions were made for work activities and service provision.

Sub-groups were formed 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 for office-based workers, whilst front line services and workers were informed by specific risk assessments and associated safety measures.

As restrictions 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.

A Hybrid Work Policy was devised to allow a balance of office and home work to take place.

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 devised to address the immediate and evolving demands during the crisis. Some actions from the 2020/21 plan have been incorporated into the 2021/22 plan due to recognising the ongoing risks and demands of living, working, and providing services with the continued presence of Covid19.

3 Statistical Information

The data presented below includes all accidents and incidents reported during 2021/22. 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 2021/22



Table 2 – All incidents 2020/21

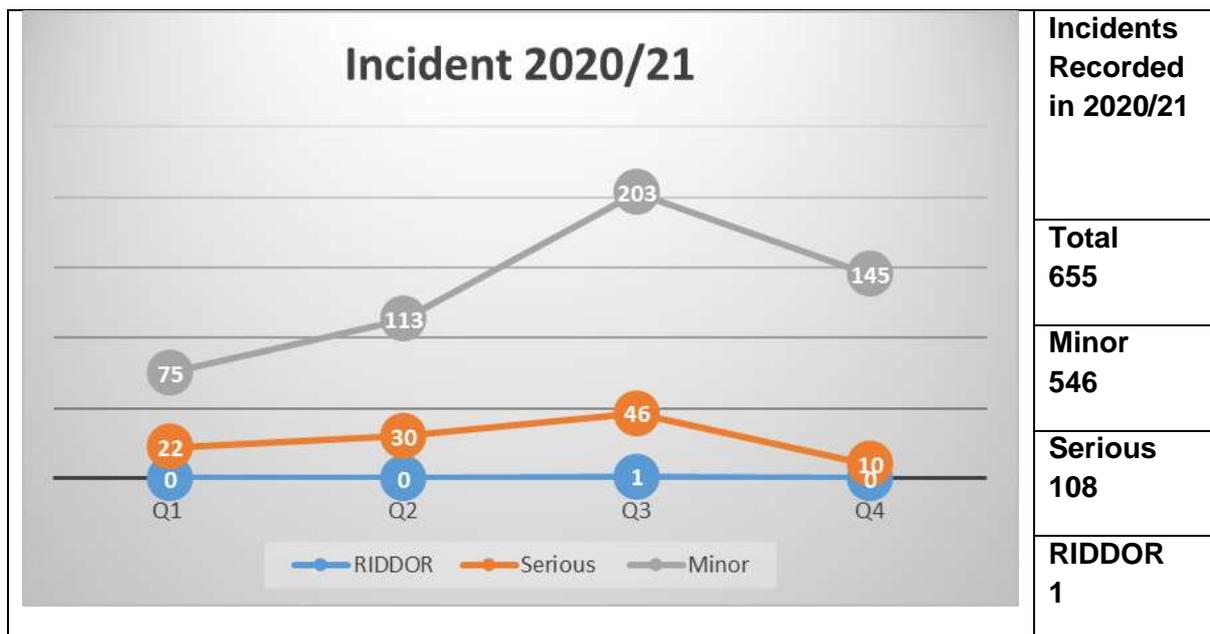
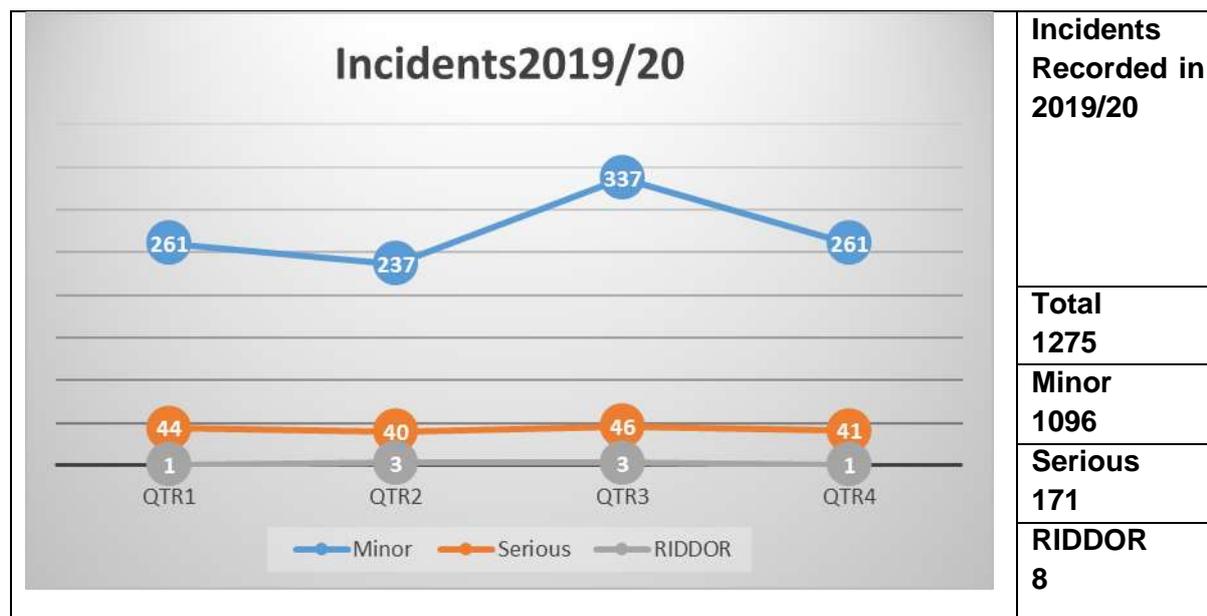


Table 3 – All incidents 2019/20



Analysis of Tables 1, 2 and 3 show a significant decline in the number of incidents in 2020/21 (Table 2) compared to the previous year (Table 3). This decline is considered to be directly related to the reduced number of services operating, including schools. 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.

As restrictions have been reduced/removed there has been an increase in work activity being carried out. This has resulted in an increased number of incidents report in 2021/22 (Table1).

A comparison between 2019/20 and 2021/22 should be more accurate than comparison with 2020/21. Based on this comparison there has been a reduction in incidents. This may be due to safety controls remaining in place as restrictions have been relaxed.

Employee only incidents

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

Table 4 – Incidents relating to employees only 2021/22

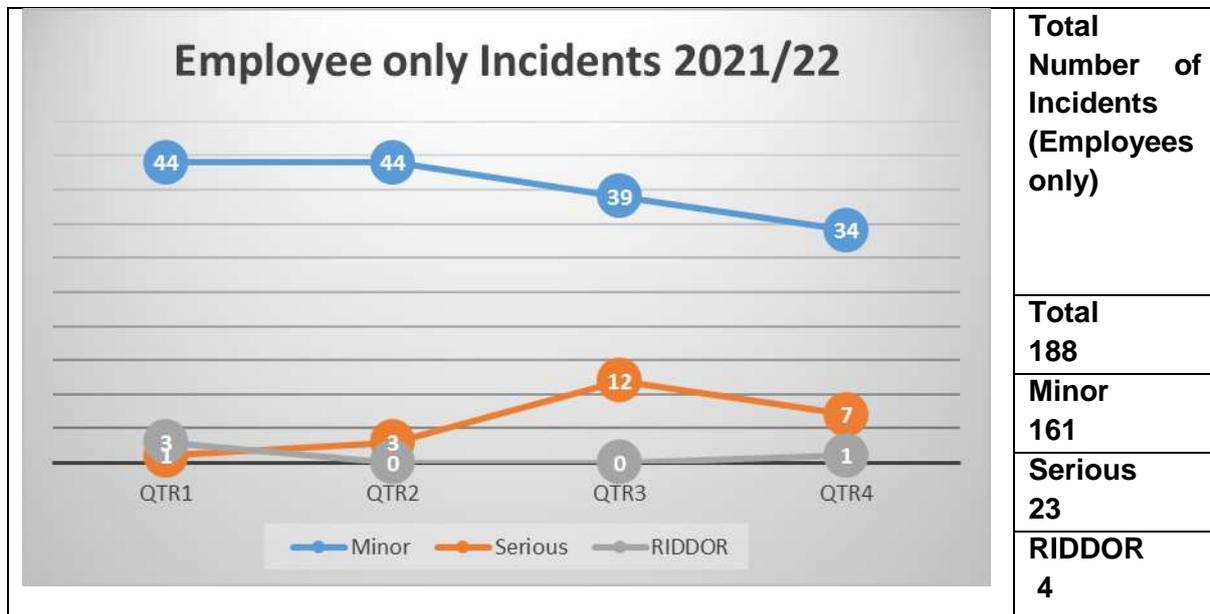


Table 5 – Incidents relating to employees only 2020/21

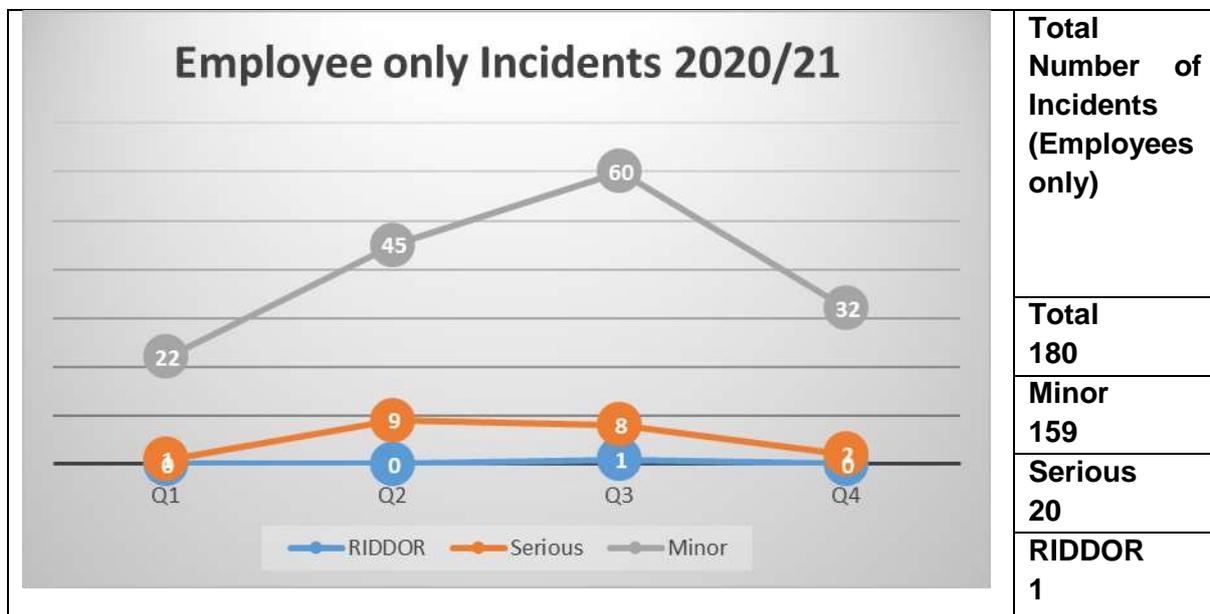
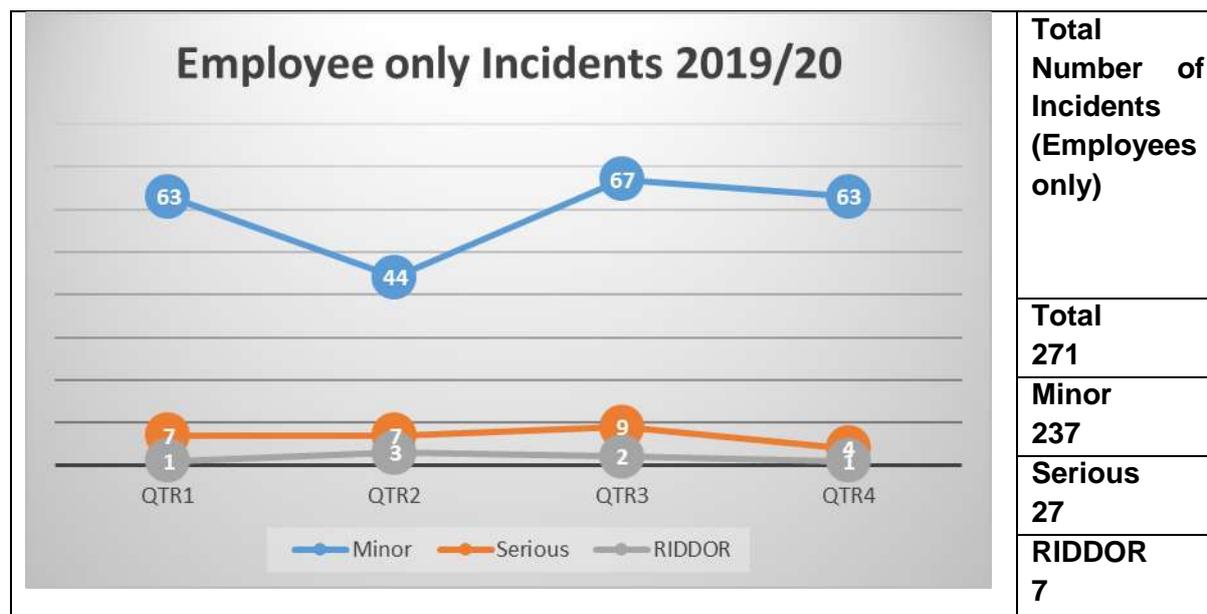


Table 6 – Incidents relating to employees only 2019/20



Analysis of Tables 4, 5 and 6 show a reduction in the number of incidents in 2020/21 (Table 5) compared to the previous year (Table 6 2019/20). In 2021/22 (Table 4) there has been a minimal increase over the previous year.

It is considered the reduction in 2020/21 was due to the reduced number of activities taking place under Covid19 restrictions.

The minimal increase in 2021/22 may be due to strict controls remaining in place as work progressed from the Covid19 crisis. Staff being more aware of risk due to the Covid19 crisis may have had an effect of there being a more cautious approach to work. Increased awareness of the need for risk assessment for work may have increased focus on safer working.

4 Corporate Training Provision 2021 - 2022

Despite the on-going impact of the COVID-19 pandemic, there was an increase in Health & Safety training offered as well as in the numbers attending courses. This, may well have been a reflection on the fact that training delivery was easily accessible via Zoom or MS Teams. Due to the recent changes in Covid guidance, a gradual return to face-to-face learning has been re-introduced where possible.

A total of 52 Corporate Health & Safety sessions were successfully held which was a 300% increase on training provision in comparison to the previous year, during which a high proportion of training had been cancelled or postponed due in the main to covid restrictions/staffing issues.

As a result, attendance was also up by 289% in comparison to the previous year, with a total of 315 individuals attending.

It should be noted that wherever face-to-face training had been possible, restrictions on numbers attending would have applied, therefore resulting in smaller groups per session.

Table 7 – Corporate Health & Safety Sessions, April 2021 – March 2022

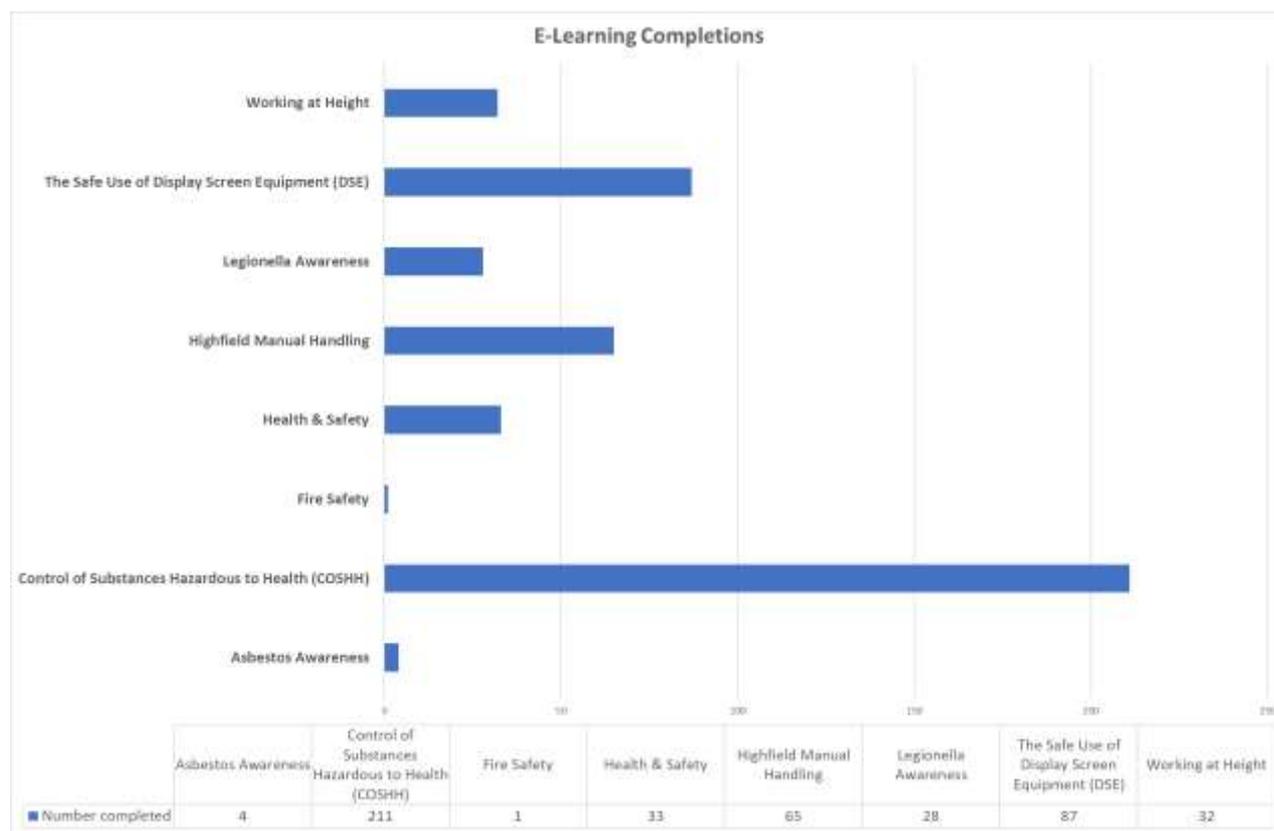
Course	Sessions Held	Numbers attended
Asbestos Awareness	4	18
Banksman	3	12
Emergency First Aid	7	45
Fire Awareness in the Home	2	27
Fire Marshall	1	3
Fire Safety	6	52
First Aid at Work	4	23
First Aid Refresher	4	15
Fork Lift Training	1	4
How to Carry Out a Risk Assessment	1	7
Managing Health & Safety (IOSH)	1	11
Legionella Awareness	2	6
Manual Handling	4	13
P405 Asbestos Refresher	1	7
PASMA Tower Training	3	17
Personal Safety	6	49
Scissor Lift Training	2	6

E-Learning continued to be an alternative method of meeting training needs during the on-going pandemic, with 461 completions across 8 modules. Though there is a decrease of 33% in overall completions in comparison to the previous year, this is to be expected given the heavy utilisation in the previous year and the increase in classroom-based sessions this year.

Table 2 below provides an overview of the E-Learning completions.

Asbestos and Legionella Awareness E-Learning had been arranged specifically for the Housing Maintenance Unit in the previous year and continued into this year. With regards to Asbestos Awareness, an additional 4 completed the module during the 2021-22 period, bringing the overall completion up to 59. Legionella Awareness had been arranged towards the end of the previous year, resulting in 28 completions during the 2021-22 period, bringing the overall completion up to 36.

An in-house Working at Height module had been successfully piloted within the Housing Maintenance Unit during this period, with 32 completing this module. In addition, further external e-learning arrangements were made, specifically in relation to Manual Handling. The Control of Substances Hazardous to Health (COSHH) e-learning module which had been in development during the previous year successfully launched during May 2021, which accounts for the largest portion of completions during this period.

Table 8 – Corporate Health & Safety E-Learning Completions, April 2021 – March 2022

Social Care Sector

Health & Safety courses continued to be arranged for the Social Care Sector, with a total of 26 events specifically arranged during the year, see Table 3 below, attended by a total of 196 individuals.

As with the Corporate arrangements, this was a 257% increase on training provision in comparison to the previous year and an increase of 243% in attendance.

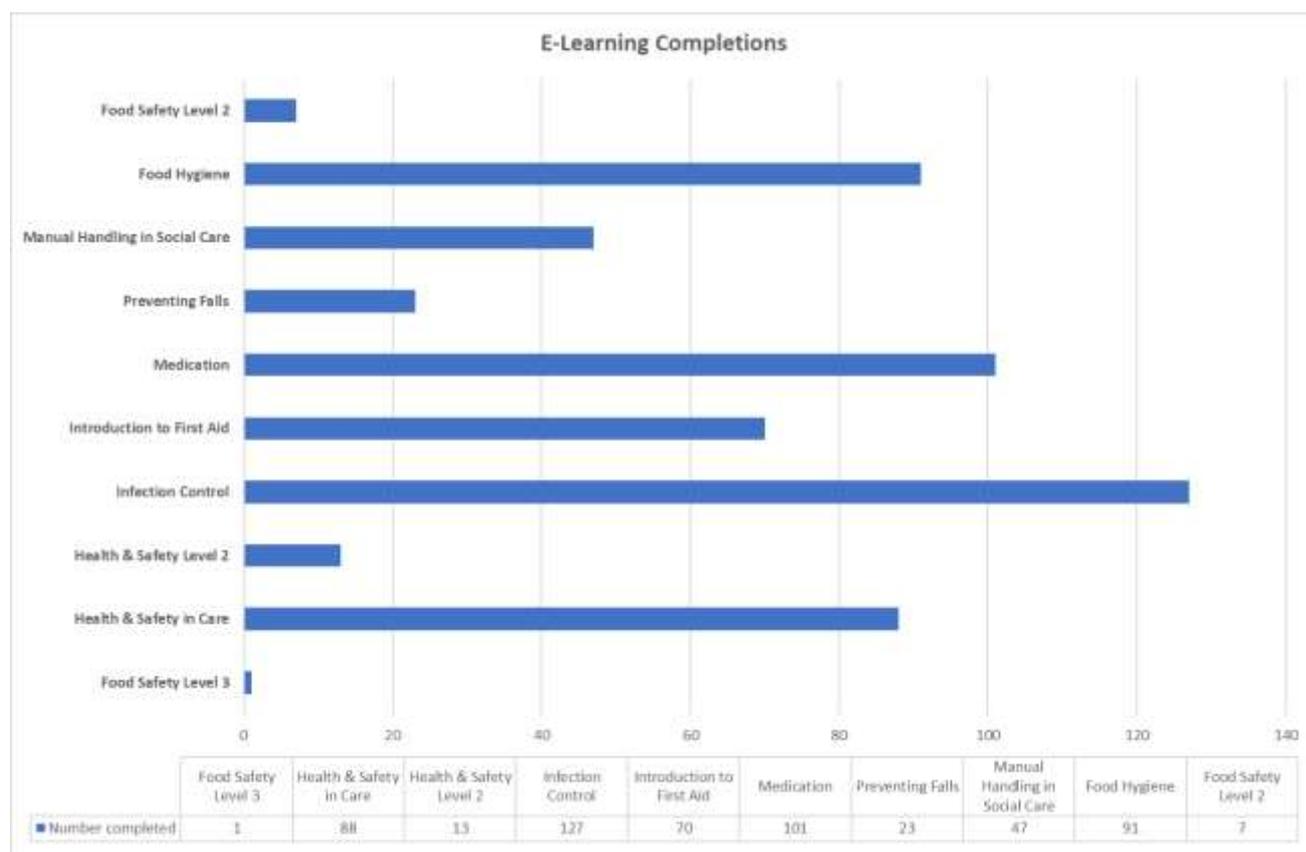
Table 9 – Social Care Health & Safety Sessions, April 2021 – March 2022

Course	Sessions Held	Numbers attended
De-escalation and Distressed Reactions	1	11
Homecare Medication	1	9
Infection Control	3	16
Infection Control Awareness	1	11
Medication Awareness	2	21
Medication	1	12
Paediatric First Aid	3	22
Manual Handling	9	48
Personal Safety Awareness	3	23
RESPECT Training	2	23

Once again, E-Learning continued to be an integral aspect of training provision during this period, with a total of 568 completions across the 10 Health & Safety related modules for the Social Care Sector and/or situated within the Social Care Dashboard of Learning Pool. This saw a 34% decrease in completions compared to previous year, but again is likely due to the return of classroom based/tutor-led training sessions this year.

Table 4 below provides an overview of the E-Learning completions, however it must be noted that the Food Safety Levels 2 and 3, and Health & Safety Level 2 modules were arranged for a specific target audience, whereas the remaining modules are available to all staff, naturally resulting in lower completion rates.

Table 10 – Social Care Health & Safety E-Learning Completions, April 2021 – March 2022



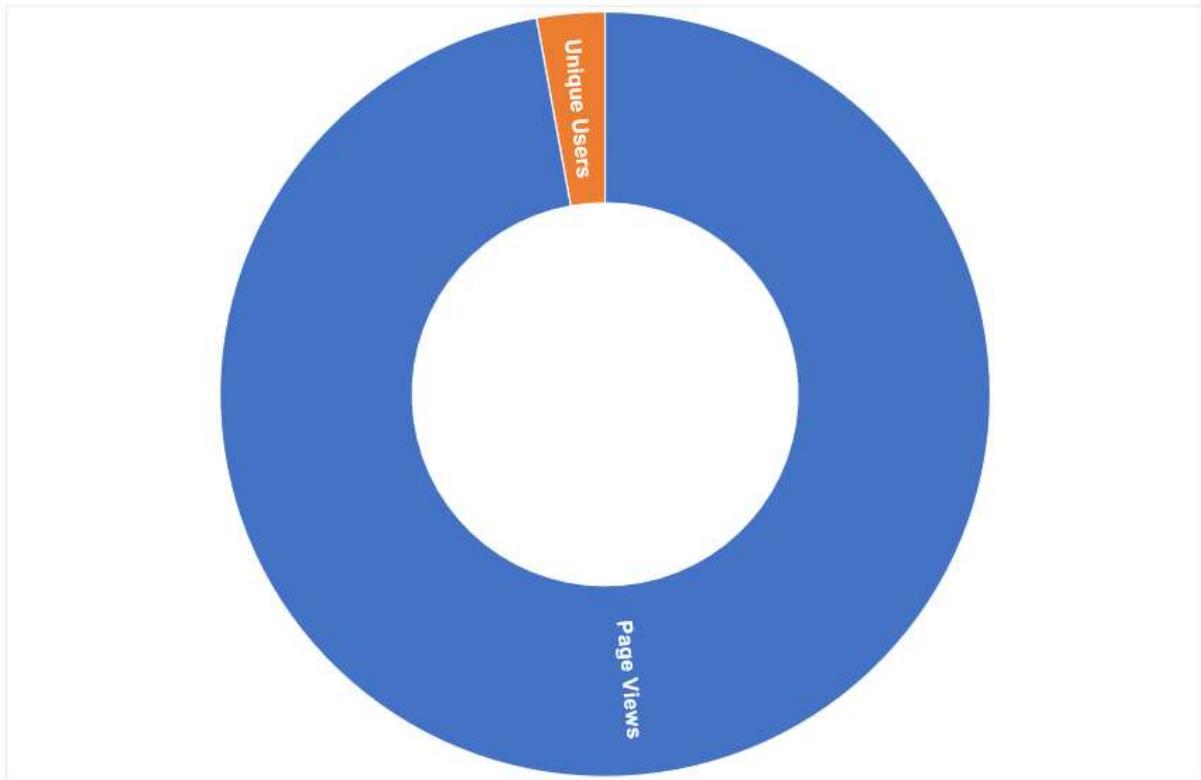
Health & Well-being

The Health & Well-being Category on Learning Pool was launched during March 2021, and this was a revamp of the Working from Home Well-being page which originally launched during the initial lockdown period in March 2020.

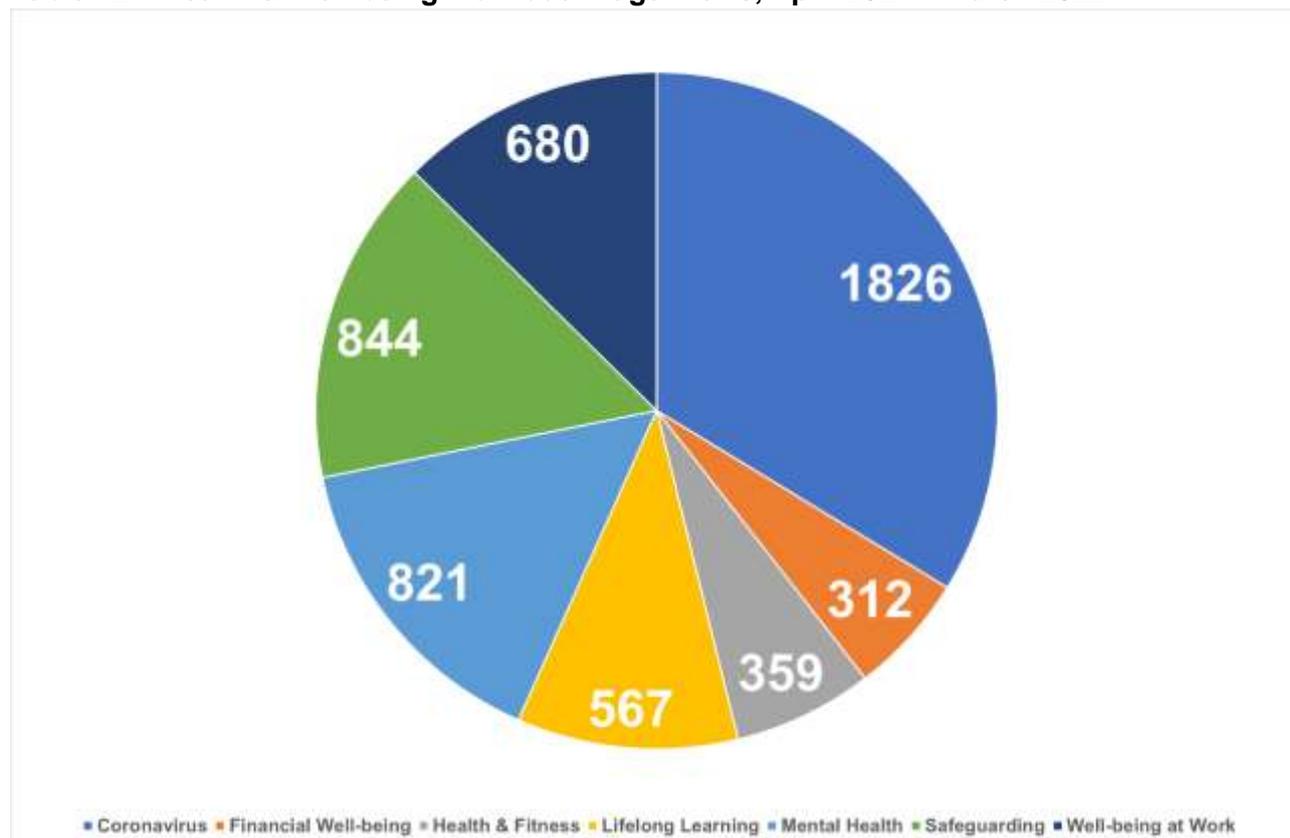
During the 2021-22 period, the Health & Well-being category had a total of 5,409 views, across 159 users.

While these figures are considerably lower than the previous year, this is likely due to the decrease in momentum following its initial launch in addition to the fact that the previous period had likely gained unprecedented activity due to the uncertainty of the pandemic and lockdown periods at the time.

Table 11 – Health & Well-being Page: Page Views against Unique Users, April 2021 – March 2022



Evaluating the views of each individual page, Table 6 below, shows that the Coronavirus continued to be an area of concern and/or interest having the largest number of views within the Category, accounting for 34% overall. Sharing the Top 3 with the Coronavirus page is Safeguarding (15%) and Mental Health (15%). Both pages received unique promotion during National Safeguarding Week, Mental Health Awareness Week and Men's Health Week respectively.

Table 12 – Health & Well-being individual Page Views, April 2021 – March 2022

A total of 38 sessions were arranged around Health & Well-being e.g. mental health, resilience, financial well-being etc. with a total of 409 members of staff attending. This shows an increase in both training provision and attendance compared to the previous year, with a 80% increase in training provision and 83% increase in attendance.

Table 13 – Corporate Health, Well-being and Personal Support Sessions, April 2021 – March 2022

Course	Sessions Held	Numbers attended
Anxiety Awareness	1	8
Beat the Blues	1	6
Building Resilience and Well-being in the Workplace	1	11
Building Resilience in the Workplace for Managers	2	24
Cheesy Puffs and Me	1	14
Dangos – Showing People Ways to Help Others	1	9
Emaillogic – Email Etiquette and Wellbeing	9	108
Financial Awareness	1	7
Fraud Prevention	3	101
Gambling Awareness	1	5

How to be Resilient in the Workplace	1	11
Menopause in the Workplace	1	20
Mental Well-being at Work for Managers	3	20
Mid-Career Financial Planning	2	4
Physical Wellbeing	1	14
Pre-retirement	7	32
Resilience for the Senior Leadership Team	1	11
Talk, Learn, Do – Learn Money Workshop	1	4

In addition, a total of 7 Health & Well-being related sessions were specifically offered to Social Care staff, with a total attendance of 61. These were primarily around Mental Health and Resilience. Figures in training provision are consistent with the previous year whilst attendance only dropped by 2%.

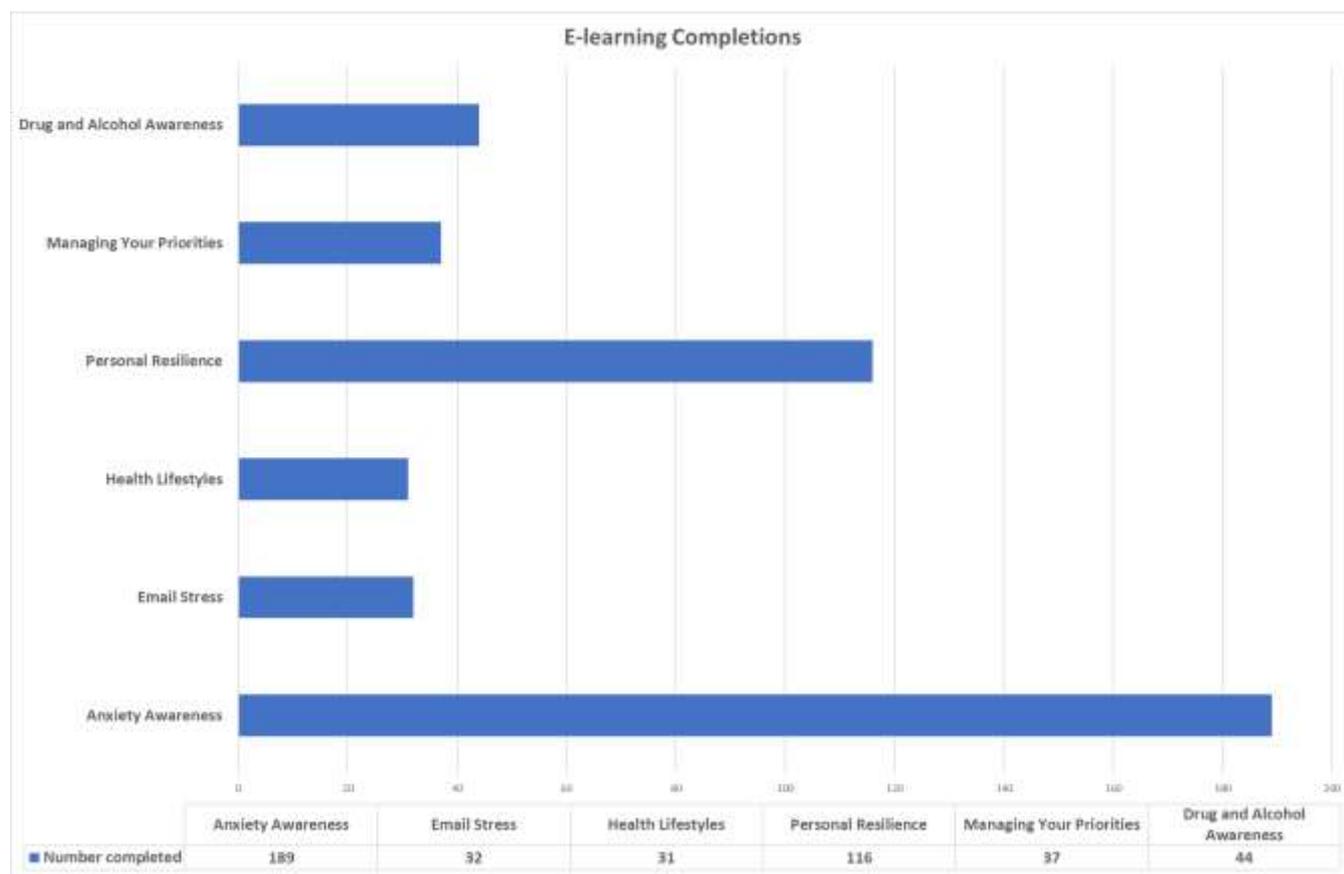
Table 14 – Social Care Health & Well-being Sessions, April 2021 – March 2022

Course	Sessions Held	Numbers attended
Anxiety Awareness for Staff	2	16
How to be Resilient in the Workplace (Managers)	1	7
How to be Resilient in the Workplace (Staff)	1	16
Mental Health Awareness	1	8
Mindfulness Awareness	2	14

E-Learning again was utilised, however as with the Health & Safety E-Learning, there was a natural decrease in completions by 40%.

In total there were 449 completions across 6 modules during 2021-22. Breakdown of completions per module are seen in Table 9 below. It should be noted that Personal Resilience and Anxiety Awareness completions are naturally higher as they had been launched towards the end of the last period in February 2021.

Table 15 – Health & Well-being E-Learning Completions, April 2021 – March 2022



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.

External Organisations

Exploration of further controls to address the risks controls for COVID19 have been carried out with MSPRAC and Leeds University.

HSE

The main contact with the HSE during the period 2021/22 has been to respond to the Workplace Surveys regarding COVID-Secure arrangements. To date all have been satisfactory.

6 Joint Consultation

Health and Safety Group

Virtual Corporate Health and Safety Group meetings have been held during 2021/22. 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.

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.

Appointments have been virtual where possible during the Covid19 crisis. As restrictions have been removed there has been a shift towards more face to face appointments.

8 Key Achievements

EMRT

The Management of the Covid19 crisis by the EMRT could be seen as a key achievement. EMRT had enabled communication links and work with external partners on a local, regional and national level. The EMRT group provided a management overview of all activities during the Covid19 crisis. The EMRT group officially stood down in February 2022.

PPE

The continued supply and distribution of PPE through the Covid19 crisis should be considered a key achievement. This has included supply of PPE to organisations outside of the Council.

CO2 Monitoring

A significant piece of work done by the Isle of Anglesey County Council was with regard to the monitoring of CO2 levels in indoor environments. This was initial in schools and care homes. The work was reported to the Welsh Government and became a recognised control to reduce the risk from COVID19.

Learning Pool

The continued provision of the Learning Pool as a method of providing information and training 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. 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.

This should include the willingness to adapt as restrictions have been removed.

9 Safety Performance

Corporate Health and Safety Support

The Corporate Health and Safety Team consists of three core members, Principle Advisor, Assistant Advisor and Trainee Advisor.

There were 1200 Service Request to the Corporate Health and Safety Team during 2021/22. 964 Requests required Advice and Assistance, 236 required Advice only. Service Requests include attendance of management meetings, review of risk assessments and safety procedures and general advice.

Table 16 – Breakdown of Service Requests April 2021 – March 2022

Purpose of Request	Number
Attendance at EMRT Meeting	21
Attendance of Sub-Groups of EMRT	59
Report to Penaethiaid	4
Report to Service Management meetings	12
Teacher / School Governors Health and Safety Inductions	3
Review Risk Assessment / Safety Procedure	330
General Advice / Information Requests	771

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.

There were three RIDDOR incidents reported during the past twelve months. These were 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. There has been only one instance of this during the COVID19 crisis and this occurred during the year 2021/22

10 Strategic Action Plan

Strategic Action Plan	
PLAN	<p>Corporate Health and Safety Action Plan (CHSAP) The CHSAP has been developed to address known areas for continued improvement.</p> <p>Service Health and Safety Action Plans (SHSAP) – The CHSAP will be agreed by SLT and Peneathiaid</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>Plans and Risk Assessments will be developed by the relevant Service involved with the work.</p>
DO	<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.</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>
REVIEW	<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.</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.</p>

11 Conclusion

The COVID19 crisis has continued to dominate the work carried out by the council during the year. The Senior Leadership Team and Peneathiaid Team formed the majority of the EMRT Group. The EMRT Group and Sub-Groups provided an oversight of arrangements to ensure appropriate controls were in place as restrictions eased.

The overview of Management for Health and Safety will be passed to the Senior Leadership Team and Peneathiaid. This should allow similar control of the management as the EMRT.

The Corporate Health and Safety Action Plan for 2022/23 include actions which are still relevant from plans from previous years. This is due to the possible continued presence of COVID19 and adapting work processes in a changing work environment.

Some work streams developed due to the crisis identified benefits for the future. These have been included in the 2022/23 Corporate Health and Safety Action Plan. .

12 Recommendation

The Council should follow the strategic plan for management of Health and Safety and implement the Corporate Health and Safety Action Plan.