

ISLE OF ANGLESEY COUNTY COUNCIL	
Adroddiad i: Report to:	Governance and Audit Committee
Dyddiad: Date:	February 2024
Pwnc: Subject:	Corporate Health and Safety Annual Report 2022/23
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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 2022 to March 31 st 2023	

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 2022 / 23

Corporate Health and Safety Annual Report

CONTENTS

		Page
1	Introduction	2
2	Corporate Management	2
3	Statistical Information	2
4	Partnerships	9
5	Joint Consultation	9
6	Occupational Health Provision	9
7	Key Achievements	10
8	Safety Performance	10
9	Strategic Action Plan	13
10	Conclusion	14
11	Recommendation	14

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.

The 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

The Leadership Team (LT) has 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 Tim Rheoli Corfforathol Group to enable escalation of any issues to LT to ensure appropriate action can be taken to resolve matters, health and safety related or other.

The Corporate Health and Safety Plan for 2021/22 was devised to address the risks and demands of living, working, and providing services with the continued presence of Covid19. The Corporate Health and Safety Plan for 2022/23 continued many themes from the previous plan with a view to aid recovery of "business as usual".

3 Statistical Information

The data presented below includes all accidents and incidents reported during 2022/23. 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 those 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 2022/23

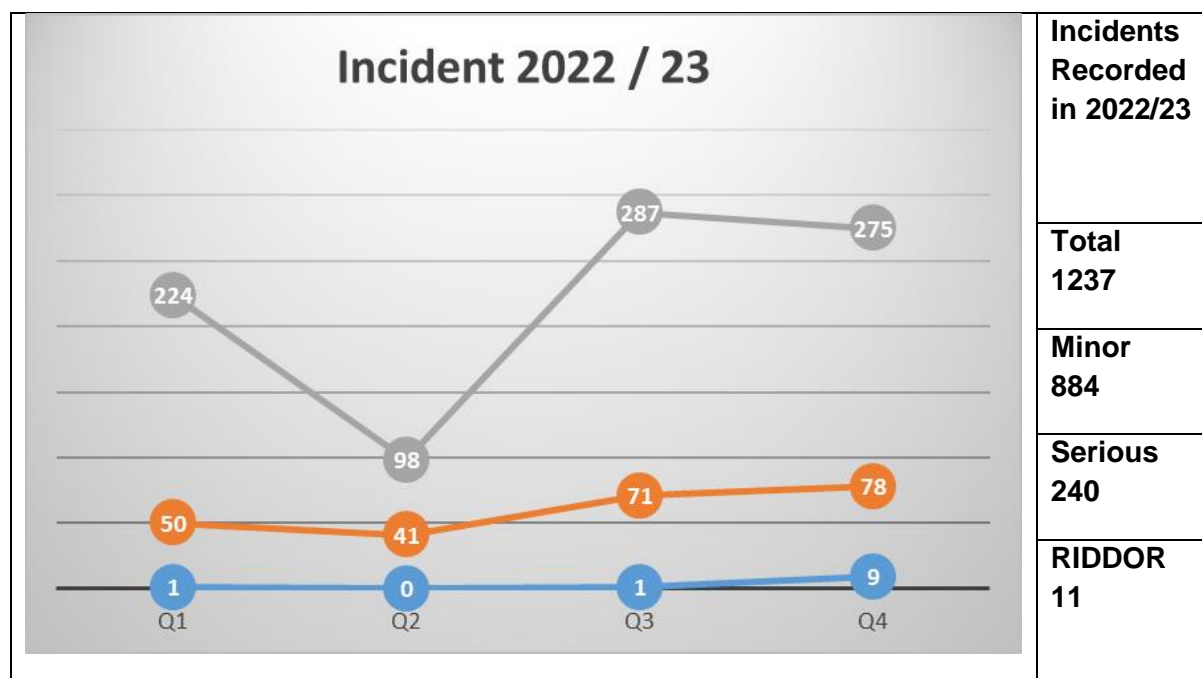
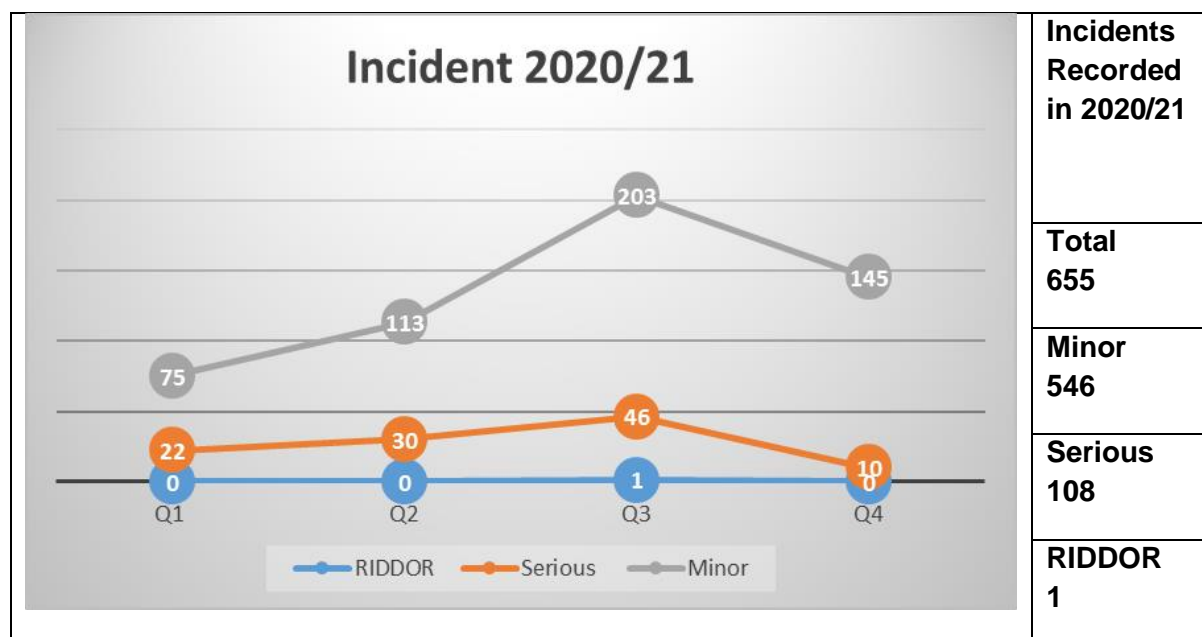


Table 2 – All incidents 2021/22



Table 3 – All incidents 2020/21



Analysis of Tables 1, 2 and 3 shows there is an increase in the number of accidents and incidents in 2022/23 over the previous two years. This is considered to be the result of increased activity since restrictions have been removed since the COVID19 crisis.

As the Council has a duty of care for members of the public as part of the undertaking, incidents recorded for members of public are included in the overall total figures. Members of the public include, school pupils, pre-school pupils, Youth Club members, Clients in care homes and Leisure facility users.

Incidents for this group can include playground incidents, slip, trip and falls of clients due to mobility, sporting incidents and medical conditions. These are recorded for legal reason should further actions be required

The number for these incidents is presented below in Table 4

Table 4 – non work activity incidents

Type of location	Total
Schools (Pupils)	425
Dechrau'n Deg & Cylch Meithrin and Youth Club incidents (Pupils and Members)	188
Leisure Centres (Users)	60
Care Homes (Clients)	173

The above would indicate there were 846 incidents reported regarding Members of Public in facilities run by the Council.

Employee only incidents

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

Table 5 – Incidents relating to employees only 2022/23



Table 6 – Incidents relating to employee only 2021/22

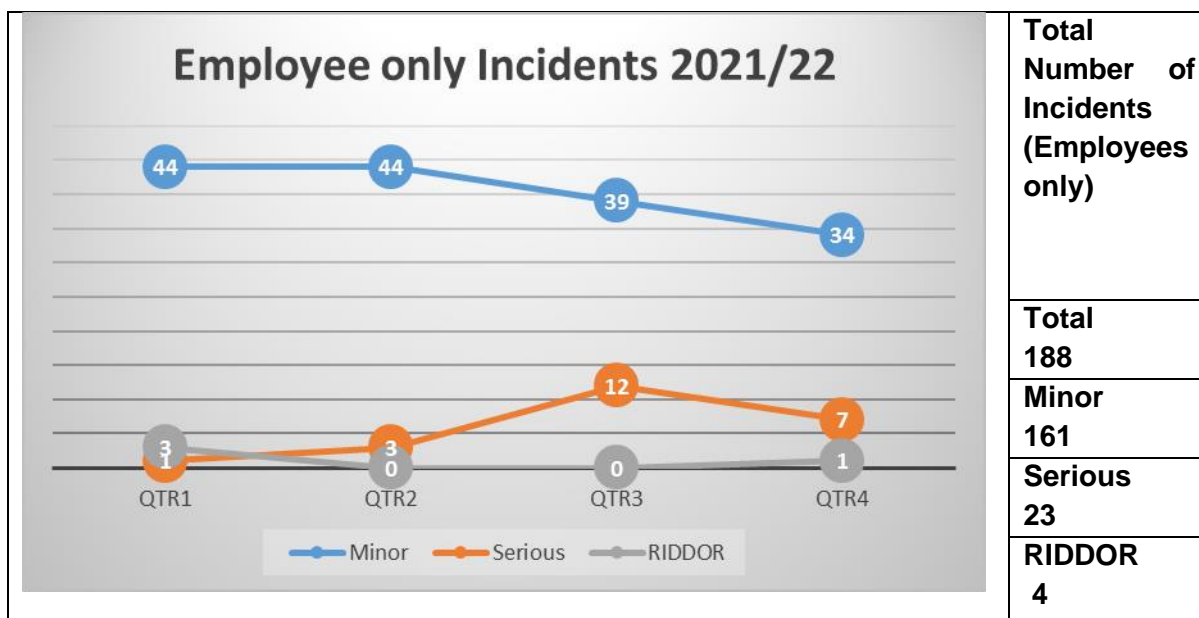
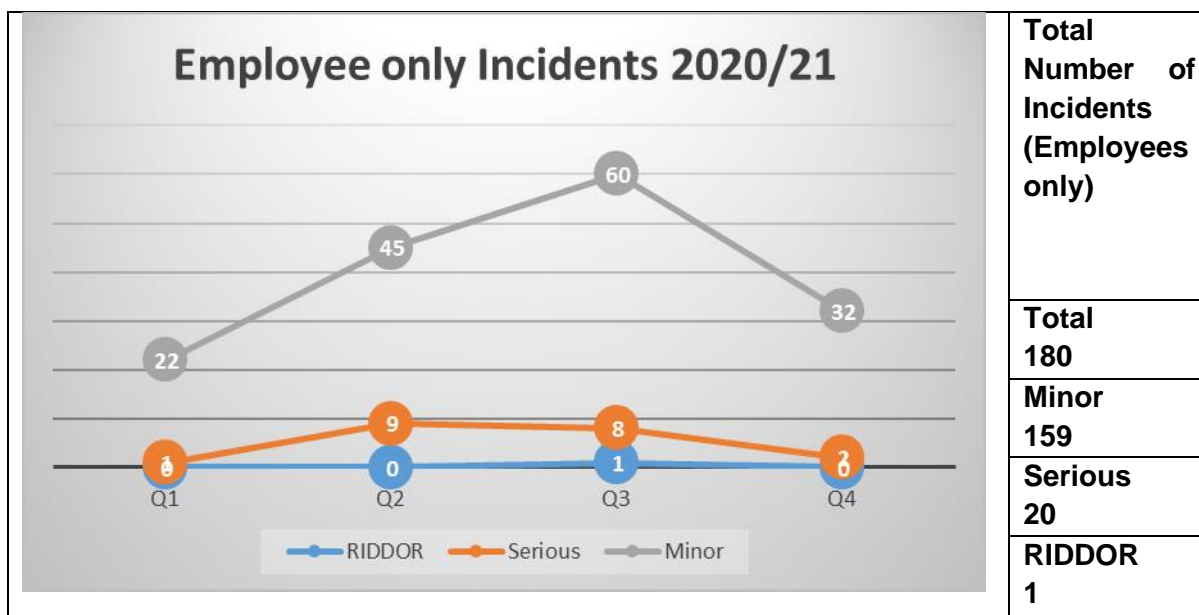


Table 7 – Incidents relating to employees only 2020/21



Analysis of Tables 4, 5 and 6 show an increase in the number of incidents in 2022/23 (Table 4) compared to the previous years.

The most significant incidents are presented in a table below, Table 8

Table 8

Type of incident	Total
Physical assault Learning Difficulty	84
This type of incident involves clients or pupils lashing out where possible there is no intent. The capacity recognise potential to cause harm.	
Physical assault	11
This type of incident considers the person's intention could be to cause harm. The type of incident varies from pushing to striking a person, there has been physical contact	
Violent incident / Abuse	45
This type of incident involves members of staff receiving abusive or threatening comments from members of public. This may include members of public complaining about issues but in a volatile manner	
Challenging behaviour	6
This involves clients / pupils behaving in a possibly aggressive manner but due to mental capacity issue there may not be intent to cause distress	
Manual Handling	17
Manual Handling incidents occur due to lifting objects or assisting clients	
Slip, Trip and Falls	27
Incidents recorded where an employee has fallen resulting in injury. This could include slippery surfaces or over obstruction	

Another Type of incident is listed as a type of incident on the recording system. This is used for incident where it is difficult to class an incident. This may be where a member of staff has reported something as a concern. A total of 58 incidents were recorded under this heading.

Other types of incidents recorded minor figures, for example Medical conditions recorded 5 incidents, contact with Glass/Sharps recorded 6. These incidents where considered low and possible no apparent pattern to raise significant concern. Assessments of the incidents were made to identify possible remedial actions.

There was 36 incidents of property damage or loss recorded for staff.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of work-related accidents which cause death; work-related accidents which cause certain serious injuries (reportable injuries), diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm).

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

A breakdown of the RIDDOR reports is presented below Table 9

Table 9 RIDDORs reported

Date	Incident	Reason for report
5/5/22	Pupil fell on scooter and cut face. Possible issue with scooter and pupil was taken direct to Hospital	Member of Public direct to Hospital
15/12/22	Pupil fell over barrier queuing for lunch. Possible fracture and taken directly to hospital	Member of Public direct to Hospital
6/1/23	Home carer fell in clients house and fractured ribs	Specified Injury
16/1/23	Teacher fell in work injuring tendon	Over 7 day absence injury
9/2/23	Member of public collecting pupil fell on school yard. Fractured wrist	Member of Public direct to hospital
10/2/23	Member of staff at school fell and became unconscious. 999 called for assistance	Specified Injury
1/3/23	Pupil fell in class and fractured knee	Member of Public direct to hospital
3/3/23	Pupil cut finger with saw in lesson	Member of Public direct to hospital
6/3/23	Small piano toppled on pupil, cut to head	Member of Public direct to hospital
14/3/23	Traffic Warden fell over fence and fractured spine. Note – Reported as RIDDOR as precaution due to severity of injury.	Specified Injury

28/3/23	Employee slipped stepping down off stand.	Over 7 day injury
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An additional RIDDOR report was made with regard to a diagnosis of Hand Arm Vibration with a member of staff. The report was made after the Occupational Doctor recommended reporting. A full report was provided to the HSE and no further action was required.

This was not included as an incident report.

4 Partnerships

The North Wales Health and Safety Teams

Limited work has been done between the Corporate Health and Safety Teams in North Wales since the COVID19 crisis. There has been some consultation between the Teams on specific topics to enable a similar approach on health and safety controls.

HSE

The HSE have started carrying out proactive inspections since restrictions for COVID have been removed. The HSE specifically targeted asbestos management within schools as a proactive inspection. Two schools were inspected within Ynys Mon. The inspections did not impose further action for the management of asbestos. There was a recommendation to provide clearer management structure within the Asbestos Files at site.

The feedback from HSE Inspectors was there was good interaction between the Schools and the Council / Property Services.

5 Joint Consultation

Health and Safety Group

Virtual Corporate Health and Safety Group meetings have been held during 2022/23. The meeting allowed Health and Safety Co-ordinators from services across the whole of the council to share information.

6 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 physiotherapy these appointments are made by referral from Occupational Health following a consultation.

7 Key Achievements

Implementation of Eye Care package

The implementation and provision of a new eye care provide has been achieved this year. This provides eye tests and glasses where required for DSE work. This has been introduced at a reduced cost to the Council and should assist with compliance with the legal requirement.

Alarms

Personal Alarms have been issued to lone work staff on a rolling program. The alarm has contact with a call centre which provides 24hour coverage. The call centre is to a British Standard and should provide an immediate response of calling either staff Line Managers or Emergency Services.

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 enabled 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.

8 Safety Performance

Corporate Health and Safety Support

The Corporate Health and Safety Policy identifies a structure of support for the Council. The Corporate Health and Safety Team are located within Public Protection, which is located within Regulatory and Economic Development Service.

The Corporate Health and Safety Team is managed by the Licensing and Corporate Safety Manager. The Licensing and Corporate Safety Manager reports to the Chief Public Protection Officer who reports to the Head of Service Regulatory and Economic Development.

The Corporate Health and Safety Team consists of three core members, Principle Advisor, Assistant Advisor and Trainee Advisor. Both the Assistant Advisor and Trainee Advisor have been undertaking the NEBOSH General Diploma in Health and Safety training course and are approaching completion. The qualification is recognised as the requirement to provide competent health and safety advice.

The Corporate Health and Safety Team's work plan is part of the Licensing & Corporate Health & Safety Service Plan. This forms part of the Public Protection Service Plan and the Service Plan for Regulatory and Economic Development. The Corporate Health and Safety Team's actions are presented below.

Table 10 Corporate Health and Safety Team Actions

Key Actions	Success Criteria (How do we know when you have achieved the Key Action?)	2022 / 2023 Quarterly Targets				Resources Other than own	
		Q1	Q2	Q3	Q4		
Ensure the Council effectively undertakes its (internal & external) statutory health & safety duties and responsibilities	Develop Corporate H&S action plan	Q1	Q2	Q3	Q4		
		1			1 draft		
	Review Policies – Policy Portal update. Online intranet policies up to date	Q1	Q2	Q3	Q4		4Policy system. Assistance from ICT provide links from Monitor
		Target					
		7	8	8	7		
		Completed					
	Potential Violent Person/Accidents Risk register. Monitor PVP marker system. Review on a quarterly basis	Q1	Q2	Q3	Q4		ICT work with CRM system
		Target					
		1	1	1	1		
		Completed					
	Percentage response to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) accidents within Local Authority Premises within 5 days	Q1	Q2	Q3	Q4		
		100%	100%	100%	100%		
		Number of RDDORs					
		1	0	1	9		
	Service management meetings. Attend meetings to report on H&S matters as and when required/requested	Q1	Q2	Q3	Q4		Services to arrange meeting and venues
		100% when requested or required					
6		8	6	4			
HS Group meetings. Quarterly meetings. Agendas topic lead.	Q1	Q2	Q3	Q4			
	Target						
	1	1	1	1			
	Completed						
	0	2	1	1			
	Q1	Q2	Q3	Q4			

	Quarterly Health and Safety Bulletins on live topics. Aiming to create a H&S culture	1	1	1	1	
	Provide Health and Safety section of Corporate Induction	Q1 100% on request 0	Q2 1	Q3 1	Q4 0	HR to arrange dates and provide venue
	Reactive work to a service level target of an initial response within 1 working day.	Q1 Requests per Quarter 273 A total of 839	Q2 203	Q3 163	Q4 200	
	Corporate H&S Annual Report to audit Committee scheduled meeting	Q1	Q2 1	Q3	Q4	
	Number of planned health & safety interventions at Council premises. This is an overall target for the range of activities that are carried out across the local authority. This will include proactive monitoring, inspections and audit, also reactive inspection activities such as incident investigation.	Q1 Target 10 Completed 4	Q2 10 8	Q3 10 13	Q4 10 20	
	Eye Care DSE Implementation with new service providers and monitor	Q1 Action was to implement new system with provider for eye care relating to tests and provision of glasses for DSE users as required by the DSE Regulations	Q2	Q3	Q4	
		Q1	Q2	Q3	Q4	
Accident stats	Quarterly reports	1	1	1	1	

9 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>This is to be agreed by the Leadership Team and disseminated to Tim Rheoli.</p> <p>Each Services should develop their own Service Health and Safety Action Plans (SHSAP) to address the needs of the CHSAP</p> <p>SHSAPs should be planned to also address possible specific areas identified and relevant to the 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.</p> <p>SHSAP implemented by Relevant Services – actions from the SHSAP will be completed as required.</p> <p>Services will monitor their own progress on specific action plan from the Corporate Health and Safety Plan and individual Service Health and Safety Action Plans Monitoring.</p> <p>Progress will be report in Service either in their Service Management Team or Service Health and Safety Group meetings. If reported in Service Health and Safety Group meeting the report must be provided to the relevant Head of Service / Director.</p> <p>Heads of Service / Directors will report progress to Tim Rheoli on a quarterly basis.</p> <p>The Health and Safety Coordinators will provide the progress reports to Corporate Health and Safety. These will be considered in the Corporate Health and Safety Group meetings.</p>
REVIEW	<p>Quarterly reviews will be carried out on progress of the CHSAP by the Tim Rheoli and 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 Service Health and Safety Groups The review will consider progress of actions, the effectiveness of actions implemented and possible further action.</p>

10 Conclusion

There has been an increase in activities during the period 2022/23 and this has seen an increase in the number of incidents reported. It is difficult to measure the year 2022/23 against previous years due to the lifting of restrictions over those periods.

The year 2023/24 may give a better comparison as this could be a year with no restrictions and possibly more of a return to normal working arrangements. This year may give a better indication of potential gaps in comparison to pre-Covid19 restrictions.

11 Recommendation

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