

HSS.WS.24.002



**West Suffolk Health and Safety
Sub Committee
26th February 2024**

Microsoft Teams



Agenda

Introduction

Health and Safety Statistics

Legislation updates and other news


Training

Introduction

Purpose of the Health and Safety Sub-Committee Meeting:

- To consider the Health and Safety arrangements and provide guidance to support the development of executive action by the Portfolio Holder with responsibility for health and safety and/or officers of the Council.

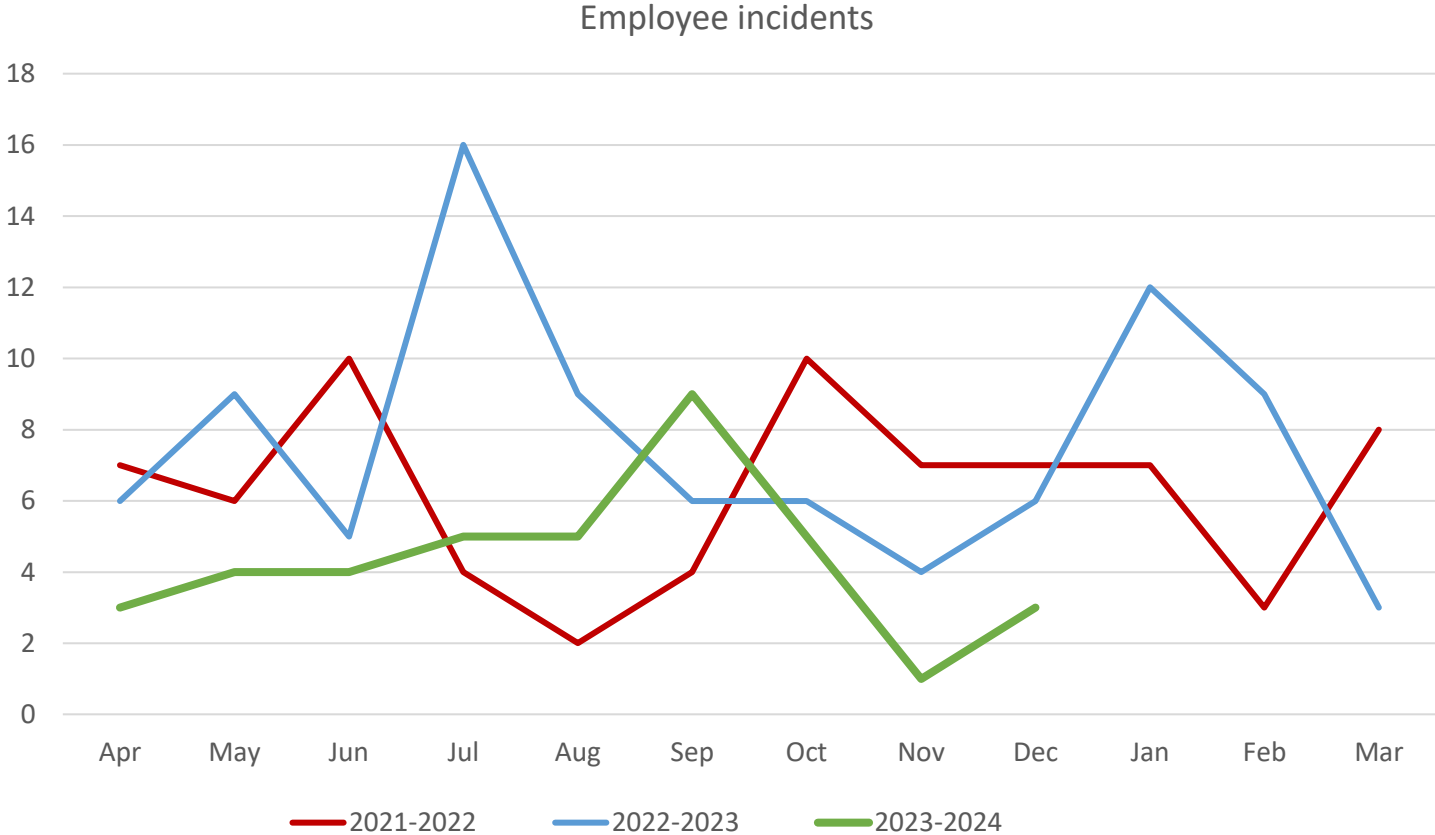
What does that mean:

- Monitor the Council's Health and Safety performance
 - Monitor the occurrence of Health and Safety related incidents / accidents, identifying any implications for the development of Health and Safety policies / procedures
 - Act as the formal consultative committee of the Council in relation to Health and Safety matters
 - To be kept informed of trends and developments in Health and Safety legislation and welfare standards
 - To consider and comment on projects and work that have significant Health and Safety implications across the Council.
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Employee incidents

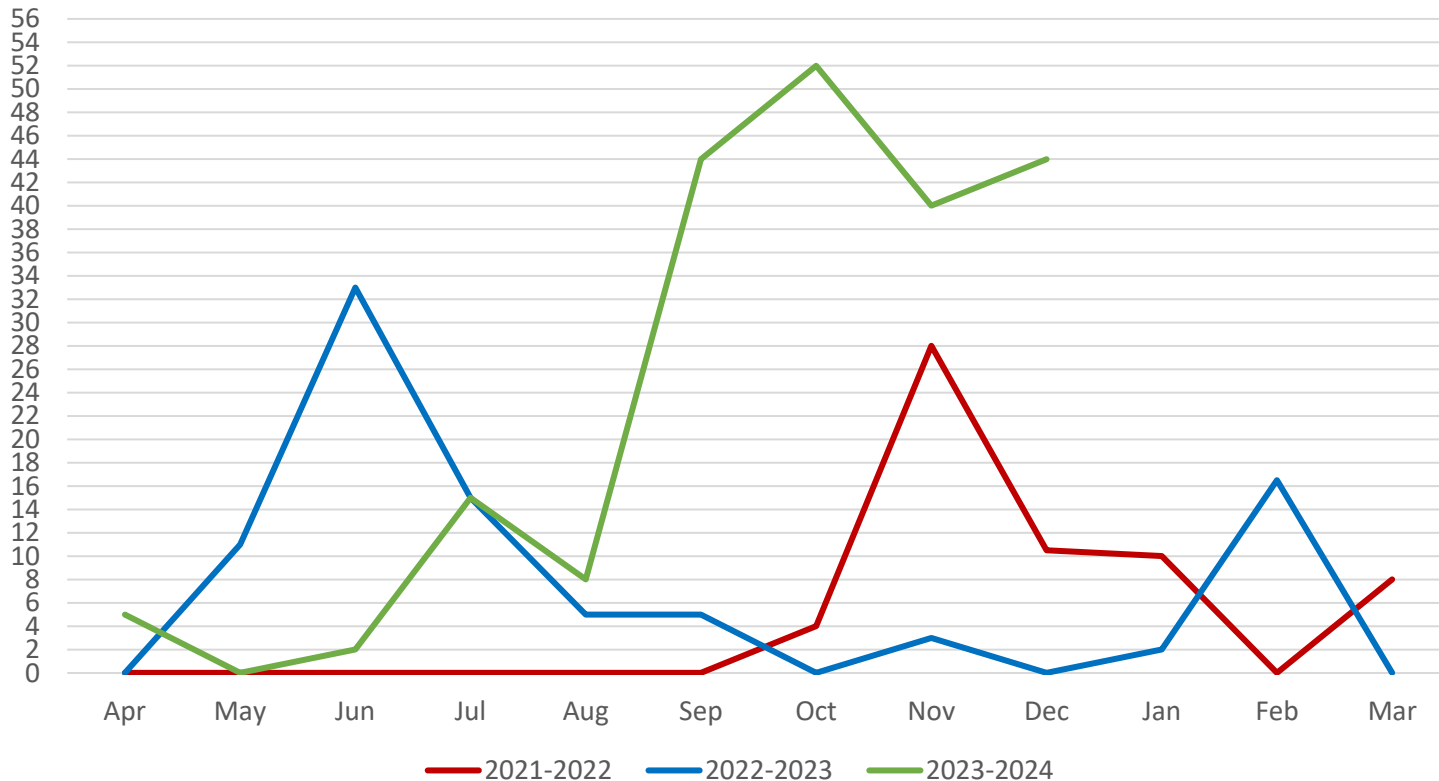
| | 2023 | | | | | | | | | | Grand Total |
|--------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|--|-------------|
| Row Labels | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| Non Reportable Injury | 2 | 1 | 2 | 1 | 1 | 3 | 3 | 1 | | | 14 |
| Cuts or Abrasions | 1 | | | | | | 3 | | | | 4 |
| Lifting and handling injuries | | | | | | 1 | | | | | 1 |
| Machinery Contact | | | | | | | | 1 | | | 1 |
| Manual Handling | | | | | | 1 | | | | | 1 |
| Other | | 1 | | | | | | | | | 1 |
| Road traffic accident | 1 | | | | | | | | | | 1 |
| Slips/Trips | | | 1 | | | 1 | | | | | 2 |
| Struck by equipment/furniture | | | 1 | | | | | | | | 1 |
| Taken Ill or Unwell | | | | 1 | | | | | | | 1 |
| Trapped by furniture/Equipment | | | | | 1 | | | | | | 1 |
| Non-Injury Incident | 1 | 2 | | | 1 | 3 | | | 1 | | 8 |
| Other | 1 | 1 | | | 1 | 2 | | | 1 | | 6 |
| Road traffic accident | | 1 | | | | 1 | | | | | 2 |
| Reportable Disease | | | 1 | | | | | | | | 1 |
| Carpal tunnel Syndrome | | | 1 | | | | | | | | 1 |
| Reportable Injury | | | | 2 | 1 | 1 | | | 1 | | 5 |
| Contact with machinery | | | | 1 | | | | | | | 1 |
| Manual Handling | | | | 1 | | | | | | | 1 |
| Slip, trip, fall same level | | | | | 1 | 1 | | | | | 2 |
| Slips/Trips | | | | | | | | | 1 | | 1 |
| Violence at Work | | 1 | 1 | 2 | 2 | 2 | 2 | | 1 | | 11 |
| Aggression | | | | 1 | | | | | | | 1 |
| Physical Abuse | | | | | | | 1 | | | | 1 |
| Threatening Behaviour | | | 1 | | 1 | 2 | | | 1 | | 5 |
| Verbal Abuse | | 1 | | 1 | 1 | | 1 | | | | 4 |
| Grand Total | 3 | 4 | 4 | 5 | 5 | 9 | 5 | 1 | 3 | | 39 |

Employee incidents



Total days lost for employees

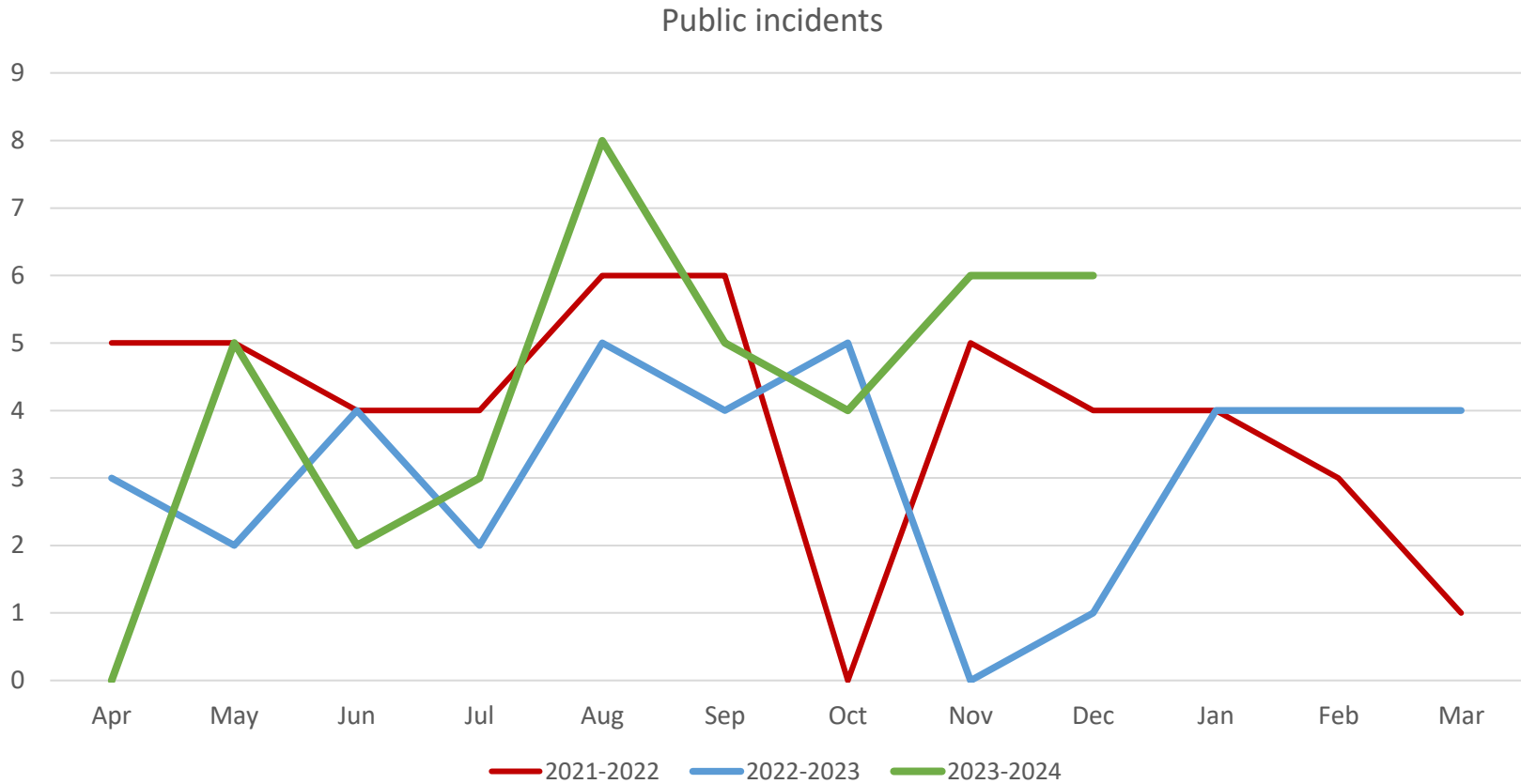
Total lost days due to incidents



| Days Lost | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|------|-----|-------|
| 2021-2022 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 28 | 10.5 | 10 | 0 | 8 | 60.5 |
| 2022-2023 | 0 | 11 | 33 | 15 | 5 | 5 | 0 | 3 | 0 | 2 | 16.5 | 0 | 90.5 |
| 2023-2024 | 5 | 0 | 2 | 15 | 8 | 44 | 52 | 40 | 44 | | | | 210 |

| | 2023 | | | | | | | | | | Grand Total |
|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--|-------------|
| | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| Non Reportable Injury | | 1 | 1 | 1 | 2 | | 1 | 4 | 2 | | 12 |
| Cut by non-surgical or clean sharp | | 1 | | | | | | | | | 1 |
| Cuts or Abrasions | | | | | | | | 1 | | | 1 |
| Fall on same level | | | 1 | | | | 1 | 2 | 1 | | 5 |
| Other | | | | | 1 | | | | | | 1 |
| Slip, trip, fall same level | | | | | | | | | 1 | | 1 |
| Struck by equipment/furniture | | | | | 1 | | | | | | 1 |
| Struck by falling/moving object | | | | 1 | | | | | | | 1 |
| Taken Ill or Unwell | | | | | | | | | 1 | | 1 |
| Non-Injury Incident | | 1 | | 1 | 4 | 4 | 2 | 1 | 4 | | 17 |
| Fall on same level | | | | | | | 1 | | 2 | | 3 |
| Other | | 1 | | 1 | 2 | 2 | 1 | | 2 | | 9 |
| Slips/Trips | | | | | 1 | | | 1 | | | 2 |
| Taken Ill or Unwell | | | | | 1 | 2 | | | | | 3 |
| Reportable Injury | | | | 1 | 2 | 1 | 1 | | | | 5 |
| Cuts or Abrasions | | | | | 1 | | | | | | 1 |
| Slip, trip, fall same level | | | | 1 | | 1 | 1 | | | | 3 |
| Struck by object | | | | | 1 | | | | | | 1 |
| Violence at Work | | 3 | 1 | | | | | 1 | | | 5 |
| Threatening Behaviour | | 3 | | | | | | | | | 3 |
| Verbal Abuse | | | 1 | | | | | 1 | | | 2 |
| Grand Total | 0 | 5 | 2 | 3 | 8 | 5 | 4 | 6 | 6 | | 39 |

Public and contractor incidents



Legislation

No updates to report on current Legislation.

Other News

- Protect Duty (Martyn's Law) – Home Office have launched a further consultation period of 6 weeks. The consultation will close on Monday 18th March. Because of this there is still no guidance (ACOP) produced by government and currently no regulator has been announced. Lead time for implementation still envisaged is 2025.

The H&S team attend regular government update meetings with the National Protective Security Authority (NPSA) and will communicate any changes to ensure we remain compliant.

- Electric vehicle (EV) charging points in multi-storey car parks.

In response to recent government and Suffolk fire service safety guidance, we are in discussion to remove / relocate our current EV charging points within our multi-storey carparks in BSE (Parkway) and Newmarket (Guineas). This is in the interest of fire safety.



Other News continued.

- RAAC (Reinforced Autoclaved Aerated Concrete) – Provincial House, Haverhill.

Intrusive investigations as part of the phase three refurb package have identified RAAC in two contained areas on the second floor. These areas are not occupied and have no public access.

Partners and AXA (main tenant) have been informed; access has been limited to all concerned.

Further investigations have been undertaken, with a full engineer's report on the condition of the RAAC panels expected in the next few days. A suitable action plan will be put in place following the report recommendations.

We are already carrying out extensive works on the site and any required remedial action will now form part of the project and it is not envisaged at this stage that our vision for the site is compromised.

A reactive statement has been prepared should we have any media interest.

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Other News continued.

- New H&S System now in operation.


A new H&S system (Work Wallet) is now operational via the WSC intranet H&S page along with user guidance.

Training has started to be delivered to the users of the system and has had positive reactions.

Positives of the system:

- Improved accessibility (App based / cloud system)
- Improved user experience – simple and straight forward
- Improved visibility of incidents reported, investigations and actions carried out
- Ability to grow the system for other aspects of the business, if required
- Reduced annual cost

Two new issue reporting categories have been added:

- Safety Observations - includes the subcategories of Safety Suggestions, Unsafe Acts and Unsafe Conditions. This is to encourage early reporting / actioning of any H&S issues before they become a near miss or accident / incident.
 - Site Security Issue – includes Unauthorised Access, Social Media Auditor, Media News Concern, Protect and Other. This is to improve our visibility of any incidents and short falls
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Training



- Continuation of First aid training – registers of first aiders have been reviewed / risk assessed to ensure that suitable cover is in place throughout our premises / workplaces following the introduction of agile working.
- Additional job specific H&S modules have been reviewed and added to I-Learn (risk assessments, COSHH, working at height etc). These are not part of the council wide mandatory modules.
- Event safety management training has been carried out – this was to ensure specific employees involved with events on our properties (such as Abbey Gardens, Nowton Park, BCC, Apex, Markets etc) have suitable knowledge and training to carry out their supervisory roles and provide an internal support network.
- The H&S Team will continue to work with individual services to ensure that suitable training (internal and external) is carried out and documented.

