

# Health and Safety Annual Report

2023/2024



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL



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# Corporate Health and Safety Annual Report

**2023/2024**

## **1. EXECUTIVE SUMMARY**

This combined report is a statement of East Cambridgeshire District Council, East Cambs Trading Company Ltd (ECTC) and East Cambs Street Scene Ltd (ECSS) health and safety performance to the end of the financial year 2023/24 and of its intentions with regard to health and safety for the year 2024/25. It demonstrates the three organisations strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council (ECDC) employs 193 employees (full and part-time) which equates to 170 full time equivalent employees in varied roles and exposed to similarly varied risks.

East Cambs Trading Company (ECTC) employs (26 full/part-time staff) which equates to 24 full time equivalent employees.

East Cambs Street Scene (ECSS) employs 66 full-time staff.

Health and safety support to the ECDC, ECTC and ECSS was provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continued between Fenland District Council in providing support for health and safety and emergency planning functions to ECDC/ECTC/ECSS. Note: This contract come to an end in March 2024 due to the retirement of the member of staff. The Council now has a directly employed Health and Safety Advisor with responsibility for Health & Safety and Emergency Planning.

### **1.1 Progress against the Health and Safety Action Plan 2023/24**

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2023/24, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- A total of 11 health and safety Codes of Practice were either introduced or reviewed / updated.
- An analysis of all accidents and their consequent actions has been undertaken.
- Health and Safety audit assessment across all services.
- Development of a corporate health and safety training programme which now includes ECDC e-learning courses.
- Health and Safety training was delivered to a total of 18 staff.
- A summary of actions planned for 2024/25 is listed in Section 5 of this report.

## **2. KEY ACTIVITIES**

### **2.1 Codes of Practice (COP) Review**

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. A total of 11 COPs were implemented/revised during the year:

- Accident & Near Miss Reporting

- Asbestos Management
- Contractor Management
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Hand Arm Vibration Syndrome (HAVS)
- Security Threats
- Smoke-Free Workplace
- Winter Working
- Working at Height

Both ECTC and ECSS have adopted these COPs and each individual company is responsible for the management and operation of these COPs.

## 2.2 Training

Health and safety training needs are identified in a number of ways including regular one to ones, team meetings and through the Council's Health and Safety Working Group. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

Both ECSS and ECTC follow the same process of the Council for training and in many cases training resources are shared. Both companies attend the Health and Safety Working Group to engage and share knowledge.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees.

The following health and safety training courses were delivered during the year:

Course Type	Numbers Trained	Comment
Evacuation Chair Training	5	Training and competence in practical use of the emergency evacuation chair for persons unable to use the stairs.
Display Screen Equipment Assessor	21	Knowledge and skills to undertake workstation assessments within teams.
First Aider at Work (Initial) (3 Days)*	3	Qualification to become competent as a qualified First Aider.
Fire Extinguisher and Fire Safety Awareness*	11	Fire safety awareness and competence in using various types of fire extinguishers.
Risk Assessments	24	Knowledge and methods for assessing hazards/risks and the control measures to use.
Health and Safety in Offices E-learning	18	All new staff who are office based are required to complete this course, which introduces health and safety in the workplace.

\*External training provider

Training is also supported by on-the-job training within all service areas, but in particular at the higher risk sites such as Portley Hill Depot (ECSS and ECTC). Training at the Depot is delivered in a number of ways including 'Toolbox Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## 2.3 Health and Safety Emergencies

### 2.3.1 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained either as Fire Wardens or in the use of fire extinguishers. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conducting a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

### 2.3.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At the Grange, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Depot and Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years.

#### Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Grange	6	-
Portley Hill Depot	2	-
E-Space North & South	1	-

### 2.3.3 Mental Health First Aiders

Mental health first aiders provide a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the individual to get appropriate help in a crisis.

A total of 17 staff within the Council have been trained and accredited by Mental Health First Aid England to assist people who are experiencing mental health issues (refer to table in Section 2.2).

Mental Health First Aiders are trained to be able to:

- Understand the important factors affecting mental health;

- Identify the signs and symptoms for a range of mental health conditions;
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan;
- Signpost people to professional help.

## **2.4 Health and Safety Working Group**

The Council has a Health and Safety Working Group to ensure that there is a corporate approach to relevant issues. The group meets on a quarterly basis with representation across the Council/ECSS/ECTC including a Corporate Director, Human Resources, Health and Safety and Trade Union representatives.

The Group reviews and comments on codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

## **2.5 Occupational Health**

A new external Occupational Health provider commenced work with the Council in April 2022 and has provided an excellent service. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The services that are part of the health surveillance checks are as follows:

- ECDC Facilities/Maintenance
- East Cambs Street Scene (ECSS)
- East Cambs Trading Company (ECTC)

## **3. PERFORMANCE**

### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Benchmark Fenland DC 2023/24	Benchmark Hunts DC 2023/24
Contact with machinery	0	0	0	0	0	0	1
Struck by moving object	0	1	3	2(1*)	1	1	7
Struck by moving vehicle	0	1(1*)	0	0	0	2 (Vehicle struck, not person)	1
Strike against Fixed object	5	0	0	1	2	2	1
Slip, trip, fall same level	4	0	5	3(1*)	7(2*)	7	8
Lifting & handling injuries	0	2	1	2(1*)	2	2	2
Injured by an animal	1	0	0	2	1	1	0
Fall from height	1(1*)	0	0	1	0	0	0
Physical Assault	0	0	0	0	0	0	0
Sharps Injury	0	0	1	0	4	N.A.	0
Burns/scalds	1	0	0	0	0	N.A.	1
Contact with hazardous substance	0	0	0	0	0	0	0
All other kinds & unspecified	3	6	1 (1*)	3	2	6	2
Road Traffic Accident	1	1	0	1	2	N.A.	0
<b>Total</b>	<b>16(1*)</b>	<b>11(1*)</b>	<b>11 (1*)</b>	<b>15(3*)</b>	<b>21(2*)</b>	<b>21</b>	<b>23</b>
<b>Incident Rate per 100 FTE employees</b>	5.46	4.5	4.5	6.02	8.07	5.81	3.08

Key points to consider from the figures presented in the above table are:

- The total number of accidents has increased slightly over the past year with a total of 21 accidents recorded. The largest cause of accidents were “Slips/Trips” with seven incidents recorded.
- The Incident Rate gives a more accurate benchmark of accident statistics and is calculated based on the accident rate per 100 employees (full time equivalent). For 2023/24 this was a rate of 8.07 which was an increase from 6.02 the previous year.

### 3.2 Accident Totals by Organisation / Public

Corporately the number of accidents reported by employees, agency staff within each organisation/service and the public is set out in the following table:

Organisation	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/21	Annual Total 2022/23	Annual Total 2023/24
ECDC	5	2	2	5	7
ECTC	6	4	3	2	2
ECSS	2	5	4	8	11
Public	3	0	2	0	1
<b>Total</b>	<b>16</b>	<b>11</b>	<b>11</b>	<b>15</b>	<b>21</b>

The largest number of accidents occurred within East Cambs Street Scene (ECSS) with 11 reported incidents during the past year.

Injuries involving members of the public have remained low over the past few years, with one recorded incident during 2023/24. Where these have occurred, they predominately involve slips/trips occurring on Council properties or sites. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

### 3.3 Reportable RIDDOR Injuries, Illnesses and Dangerous Occurrences Involving Council/ECSS/ECTC Employees

Type	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Fenland DC 2023/24	Hunts DC 2023/2024
RIDDOR Accidents	1	1	1	3	2	No response	No response

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE).

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

### 3.4 Number of Employees Working Days Lost Due to Accidents

Type	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24
Number of work - related days lost	0	60	69	83	30

A total of 30 days were lost due to work-related accidents during 2023/24, which was a reduction from previous year. This was for three employees and a breakdown of these lost working days are shown in the following table.



## Details of Lost Working Days

Service	Accident Kind	Number of Working Days
ECDC	Slip/Trip	2
ECSS	Slip/Trip	27
ECTC	Injured by an Animal	1

### 3.5 Work Related Ill-Health Days Lost

Lost working time statistics through ill-health are gathered and produced separately via the Human Resources team.

### 3.6 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. 'Slips/Trips are the biggest contributors to our accident statistics over the past year, and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data, but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

## 4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2024

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2023/24 and the extent to which they have been met is set out in Appendix 1. Work continues to drive forward improvements in health and safety management where required.

## 5. HEALTH AND SAFETY ACTIONS FOR 2024/25

In the coming year the emphasis will be to support managers and staff to continue good standards of health and safety. A summary of some of the work planned for 2024/25 is provided below:

- Revision of the Council's Codes of Practice as required under the three yearly revision programme.
- Final implementation of a corporate health and safety e-learning training programme.
- Co-ordinate meetings of the Council's Health and Safety Working Group
- Undertake inspections of individual services/teams/buildings as required.
- Update intranet-based health and safety information for staff use.
- Participation in the East Cambs Safety Advisory Group (SAG) and reviewing documentation for events wishing to use ECDC land.

# Appendix 1 - Health and Safety Action Plan for 2023/24

**KEY - RAG indicator**

- No action yet taken
- Action progressing towards completion
- Action completed

Progress Against Action Plan (to March 2024)			
Action	Progress	Status	Target Date
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	<p>Codes of practice implemented/reviewed to comply with legislation requirements during the year were as follows:</p> <ul style="list-style-type: none"> <li>• Accident &amp; Near Miss Reporting</li> <li>• Asbestos Management</li> <li>• Contractor Management</li> <li>• Control of Substances Hazardous to Health (COSHH)</li> <li>• Driving at Work</li> <li>• Display Screen Equipment</li> <li>• Hand Arm Vibration Syndrome (HAVS)</li> <li>• Security Threats</li> <li>• Smoke-Free Workplace</li> <li>• Winter Working</li> <li>• Working at Height</li> </ul>	Completed	March 2024
Undertake a programme of health and safety audits/inspections of buildings and services.	Programme of building inspections (Grange, Portley Hill Depot, E-Space North/South) undertaken.	Completed	March 2024
Collation of health and safety risk assessments for all services within ECDC, ECTC and ECSS to assess health and safety compliance.	All Service Leads completed and submitted Risk Assessment Registers for their services. Follow up actions will be based on where assistance via the Health and Safety Manager is required.	Completed	December 2023

<b>Progress Against Action Plan (to March 2024)</b>			
<b>Action</b>	<b>Progress</b>	<b>Status</b>	<b>Target Date</b>
Delivery of a corporate health and safety training programme across the Council.	<p>Training programme delivered during the past year; refer to Section 2.2 of this report for further details of the courses delivered below:</p> <ul style="list-style-type: none"> <li>• Display Screen Equipment Assessor</li> <li>• EVAC Chair</li> <li>• First Aider at Work (Initial)</li> <li>• Fire Extinguisher and Fire Safety Awareness</li> <li>• Risk Assessment</li> <li>• Health and Safety in Offices</li> </ul>	Completed	March 2024
Co-ordinate in conjunction with HR Team the delivery of the Health Surveillance programme across the Council in conjunction with the Occupational Health Advisor.	In conjunction with the Occupational Health Advisor a health surveillance programme was delivered to ECDC/ECSS/ECTC staff, refer to Section 2.5 for further details.	Completed.	March 2024
Conduct accident investigations as applicable where they occur, to investigate accident causes and make recommendations for implementation where required.	Accident investigations and follow ups carried as applicable, refer to Section 3.0 for details.	Completed.	March 2024
Co-ordinate meetings of the Council's Health and Safety Working Group	Quarterly meetings held, refer to section 2.4 of this report for further details. Production of agendas, accident statistics, reports etc are required for each meeting.	Completed.	March 2024
Update and improve intranet-based health and safety information for staff use.	Ongoing review of health and safety information held on intranet to ensure documents and information are current and up to date.	Continue to review and update information held/displayed.	Ongoing