



# **ANNUAL HEALTH & SAFETY REPORT 2022-2023**

**PREPARED BY:**

**Bury Council Health & Safety Team**

**DATE: June 2023**

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## **1. Introduction**

This Annual Health & Safety Report provides an overview of health and safety management activity during 2022-23. It includes progress with the Council's agreed health and safety priorities and an analysis of accident/incident statistics for the year. It identifies the key health and safety risks facing the Council, takes account of organisational, local and national contexts and sets out the Council's health and safety priorities for 2023-24.

2022-23 saw several significant changes in relation to the Council's health and safety management systems and structure. A newly created Health & Safety Team (HST) have introduced: strengthened governance arrangements involving improved provision of health and safety management information to Bury Council senior management and improvements to the electronic accident / incident reporting system. Officers continues to work in partnership with the Trades Unions to review and strengthen health and safety management arrangements. This includes continued engagement through regular meetings of the re-constituted Health and Safety Joint Consultative Committee (JCC).

In 2022-23 the Council's health and safety priorities focussed on embedding and strengthening the core basic requirements of a robust health and safety management system. During the year a comprehensive review of Departmental risk assessment needs and a health and safety assurance checker exercise for Bury's Maintained Schools were undertaken. Alongside this, there has been an increased emphasis on training and work to strengthen and embed a culture of health and safety risk awareness and effective management across the Council. – Whilst this work has progressed well there remains the need for a continued and increased focus here to ensure the Council's organisational culture and, in particular, management attitudes and approaches are health and safety aware.

The Council has maintained a generic Covid-19 Risk Assessment and a watching brief in relation to national advice and guidance in relation to Coronavirus.

The latter part of this year saw three significant RIDDOR reportable incidents within the Operations Department. The HST led full investigations of each incident to identify response actions, which are now being progressed. Given the nature and seriousness of these incidents an external review of health and safety arrangements within the Operations Department has been commissioned to provide further assurance here and identify areas for improvement. This will also consider the capacity and structures needed to ensure health and safety compliance in the Department and more broadly in the context of operational priorities and demands. Supporting action in response to this review will be a key priority for 2023-24, both in terms of practical improvements to systems, processes and ways of working and the wider cultural work noted above.

## **2. 2022-23 Health & Safety Performance**

### **2.1 Progress Against 2022-23 Objectives**

This section provides an update on progress towards achieving the Bury Council health and safety priorities for the 2022-23 year. These priorities are as stated in the 2021-22 Annual Health & Safety Report and are shown below in *italic* font.

#### **1. COVID - 19**

*The Council will continue to monitor the situation regarding COVID secure working arrangements and risk assessments and update guidance and working arrangements as required.*

HST monitoring of COVID secure working arrangements and restrictions continued throughout the year. By the end of 2022-23 all restrictions had been lifted and a small number of remaining COVID secure working arrangements, e.g. in relation to hand sanitation and ventilation, were downgraded from mandatory requirements to advisory recommendations. A generic Covid-19 Risk Assessment for the Council remains in place and will be reviewed in the first quarter of 2023-24.

#### **2. Health and Safety Auditing**

*An annual programme of in-depth health and safety audits will be undertaken across the financial year, with the aim of undertaking one audit per quarter. The audit location will be risk-based, informed by the Service Area Risk Assessment Needs checkers, with the initial audit undertaken in the Waste Management service.*

The target of one H&S Audit to be undertaken in each quarter of 2022-23 was achieved as follows:

- Quarter 1 - Waste Management
- Quarter 2 - Vehicle Workshop
- Quarter 3 - Bury Market
- Quarter 4 - Architectural Services

An update on actions arising from these audits is provided as Appendix 3.

In addition, a full audit was undertaken in relation to a Bury maintained primary school in partnership with the Council's Education function.

As well as formal audit activity regular inspections are carried out as part of the HST's day to day activities. This year inspections have been strongly focussed on the Bradley Fold depot and an individual inspection of the stores area was carried out following a request from the Head of the Service, with positive progress made in response to the areas for improvement identified. Monthly inspections of the full depot are now carried out with the Head of Street Scene and one of the HST.

### **3. Accident/Incident Reporting System**

*We will continue to develop the electronic system with a view to making improvements to the quality of reporting and promotion of the reporting of incidents of all types, including near misses and dangerous occurrences.*

Changes have been made to the e-reporting system. These include the introduction of a clearer structure to the form which enables more informative reports to be submitted. This greatly assists in producing meaningful management summary reports. A section has also been included in the system to enquire whether the incident has been notified to the employee's Head of Service.

Future improvements to the system will incorporate feedback from system users and a re-classification of some incident types to aid with the producing of more meaningful statistical reports.

Daily monitoring of the system will continue to be undertaken so significant accidents/incidents that may need a more in-depth investigation can be identified quickly.

### **4. Training**

*We will deliver a comprehensive programme to improve both the generic and specialist training available to Council staff, informed by the Service Risk Assessment Needs Checker process.*

Progress to deliver a comprehensive programme of generic and specialist training to Bury Council staff is ongoing. Training needs are identified from: the Risk Assessment Needs Checker exercise, Training Needs Analysis exercises from within Service Areas, new or updated legislation and/or changes to HSE Guidance, through JCC and H&S Committee meetings and through suggestions from the HST and Heads of Service.

The programme made use of a mix of formats. These were: training delivered by the H&S Advisor, e-learning modules and "Tool Box" talks.

Training delivered by the H&S Advisor during 2022-23 has included:

- IOSH Managing Safely refresher training. - Nineteen Bury Council Managers received IOSH Managing Safety refresher training through courses delivered during the year and a programme of further training is planned.
- Accident / Incident Reporting System training for Operations staff at Bradley Fold.
- Traffic Awareness, Manual Handling and Safe Handling & Collection of Sharps for Street Cleansing staff.

The HST continue to promote relevant modules from the 'Me Learning' suite of e-learning training. The Fire Safety and First Aid awareness e-learning modules remain mandatory for all employees that use council buildings. Other relevant e-learning modules promoted by the HST during 2022-23 were: Driving at Work, Personal Safety and Asbestos Awareness.

The HST continue to promote the delivery of “Toolbox Talks” by Managers within the relevant Service Area.

Health and Safety is included as a key component of the Council’s new mandatory Management Development Programme which launched in January 2023. The Health and Safety Advisor is co-delivering this aspect of the course with the Council’s commissioned provider.

Training will be a significant area of continued focus in 2023-24 (see below).

## **5. Information, Procedures & Guidance**

*We will review and update H&S Policies, Procedures & Guidance documentation with priority being given to the new Work-Related Violence documentation. This has been highlighted as a priority area due to the increase of incidents in this current year. – The intention is to fully review 15% of all Health and Safety guidance during this year.*

During the 2022-23 reporting year the following pieces of Information / Guidance were reviewed, updated and made available to Bury Council employees:

- Work-Related Violence & Aggression Guidance - a newly created full suite of Guidance documentation was created and made available to all staff via the Bury Council intranet with a range of communication methods used to launch this.
- Personal Protective Equipment (PPE) Guidance - updated guidance on amendments to the PPE Regulations was communicated to all Bury Council staff.
- New and Expectant Mothers - updated guidance was made available to all staff via the Bury Council intranet.
- Construction (Design and Management) Regulations (CDM) - updated guidance was made available to all staff via the Bury Council intranet.
- H&S Reporting – the electronic accident/incident reporting system was reviewed and amended following feedback from users.
- Asbestos Awareness – a newly created guidance document relating to asbestos was made available to all staff.
- Extreme Heat Awareness – guidance information relating to extreme heat conditions for outdoor workers was issued.
- Schools’ H&S Policy – a template Schools’ H&S Policy document, supported through an email from the Director of People & Inclusion and the Director of Education & Skills was issued to all Bury Maintained Schools.

The HST target to ‘*fully review 15% of all Health and Safety guidance during this year*’ was achieved.

Work to update further health & safety policies, procedures, guidance documentation and communications will be ongoing throughout the 2023-24 reporting year.

## **6. Schools**

*We will work to embed the new arrangements for Schools' health and safety and provide support and guidance where appropriate, working through the new Schools' Health and Safety Committee.*

### **School's Health & Safety Committee**

School's Health & Safety Committee meetings are attended by: a member of the HST, the Director of People & Inclusion, the Strategic Lead for Schools and representatives from relevant Trades Unions. The Committee continued to meet regularly during the 2022-23 reporting year. Issues relevant to the health, safety and the wellbeing of schools staff are discussed and actions to resolve these issues are sought. This year the Committee has given particular attention to activity in relation to staff wellbeing and also provided oversight to specific oversight and assurance around activity in schools in relation to Tree Safety and the potential impact of Reconstituted Autoclaved Aerated Concrete (RCCA).

### **School's Health & Safety Policy**

Towards the end of the 2021-22 year Bury Council reviewed health and safety management arrangements in relation to Bury's Maintained Schools. A Template Schools' Health and Safety Policy was developed and issued. This was supported through an email signed by both the Director of People & Inclusion and the Director for Education & Skills. A request for assurance information regarding health and safety management arrangements within all maintained schools exercise was undertaken throughout the 2022-23 year. Assurance returns have been returned all 56 maintained schools in Bury.

A review of the Schools' Health and Safety Policy template and supporting email is underway with a view to them being issued to schools at the start of the 2023-24 academic year.

### **HST Support to Bury Schools**

The HST continues to support Bury schools through telephone and email communications directly from individual schools. Support is provided through HST inspection/audit visits to schools where specific significant areas of concern have been raised. This included audits of a Bury maintained High school and two Primary Schools during the year.

Guidance and support to schools arising from Children's Services management contact, through issues raised via the Schools Assurance Board and Schools H&S Committee meetings has also taken place throughout 2022-23. This will continue throughout the 2023-24 reporting year.

A Health & Safety Executive (HSE) Inspector visited a Bury maintained Primary School in March 2023 as part of a national HSE campaign to raise asbestos awareness within schools and identified a number of concerns. The HST have been heavily involved in meeting with the HSE, providing advice to the School and agreeing an Action Plan to address the areas of concern raised by the HSE. Based on the actions proposed by the School and Council the HSE agreed that no further

interventions or sanctions were required. Progress on addressing the concerns raised is due to be reported back to the HSE at the start of August 2023.

A wider review and update of asbestos management arrangements within Bury schools is underway based on learning from the above feedback.

A review of control of legionella arrangements within Bury schools has been requested and it is planned that this will take place in the 2023-24 reporting year.

### **Consortium of Local Educational Authorities for the Provision of Science Services (CLEAPSS)**

CLEAPSS have been selected to provide Radiation Protection Advisor (RPA) services to Bury Council schools for the 2023-24 year.

A Council Health & Safety Advisor will act as the Bury Council Radiation Protection Officer (RPO) to support this arrangement.

The two Bury Schools that have radioactive sources for teaching purposes have provided the names of suitable science teachers to take on the role of Radiation Protection Supervisors (RPS).

An exercise to renew CLEAPSS membership for relevant Bury schools for 2023-24 is currently being undertaken.

## **7. Health and Safety Communications & Awareness**

*We will develop a programme of communication, engagement and awareness raising activities to strengthen understanding, awareness and confidence around health and safety, particularly in relation to Council leaders.*

The Health & Safety Joint Consultative Committee (JCC) was relaunched in the 2022-23 reporting year. Improvements to health and safety governance through the JCC have been made; it is now well established and receives quarterly reports on health and safety performance. There is a direct line of communication to the Bury Council Executive Team from the JCC via the Director of People & Inclusion who attends Executive Team meetings following a recent review of the Council's senior structure.

The Trades Unions are working closely with the Bury Council HST. This is through a series of joint inspections of council buildings. The inspections include direct contact with Bury Council employees, during which the opportunity to discuss areas of concern is given.

The HST issue updates on health and safety legislation and guidance to all employees via global emails that are sent out through the Bury Council Communications Team and through use of the Bury Council intranet. Key communications from this year are summarised in Appendix 2 below.

The Director of People & Inclusion led items on Health and Safety at a number of All Staff Briefings and the Council's Senior Leadership Group (SLG)

## **8. First Aid**



*We will undertake a review of First Aid provision within Bury Council*

Initial research and updates to the Council's guidance on first aid provision has commenced. However, other priority work has impacted on the progress of this review.

E-learning training in First Aid Awareness, which is mandatory for all employees working in council buildings, is available.

A register to ensure compliance with this training requirement is to be set up in 2023-24.

## **2.2 Investigations, Incidents, Absence & Claims**

### **1. Investigations**

Three formal health and safety investigations took place during 2022-23 and learning from these has been taken forward with the relevant Service Areas.

A high-level investigation into a fall from height incident that occurred on 21/11/22 at Bury Market which resulted in an operative being injured was conducted. An Action Plan which contained recommendations was produced and agreed. After an initial visit and a subsequent meeting with the Bury Council HST and representatives from Market management the HSE are now undertaking their own investigation.

An investigation into a trip incident at the Bradley Fold Depot that occurred on 22/12/22 which resulted in injury to a Highways Operative was undertaken. Contact from the HSE was received and a copy of the HST investigation report was requested and sent. An email was later received from the HSE which stated that, based on the strength of the HST produced investigation report, there would be no further HSE involvement with this incident provided that all actions identified in the investigation were completed.

An investigation was undertaken on an incident that involved a rolling Refuse Collection Vehicle (RCV) that took place in Ramsbottom on 14/1/23. The RCV struck a car, a garage and damaged the fence of a private residential property. One Waste Management Operative sustained an injury.

A HST investigation report into this incident has been produced and response actions are progressing.

The incident was investigated by Greater Manchester Police and no further action was taken.

A summary of the actions for all three of the Investigations detailed above have been included in Appendix 3 of this report.

## **2. Accidents, Incidents and Near-Misses**

During the 2022-23 reporting year there were 202 accidents/incidents/near misses/dangerous occurrences and hazardous situations reported.

There were:

- 85 reports involving members of the public
- 117 reports involving employees.

Of these there were:

- 11 hazardous situations
- 12 near misses
- 3 dangerous occurrences
- 6 RIDDOR reportable incidents

The total number of reports in 2022-23 represent a significant increase on the previous year, from 159 to 202. This should be set in the context of both the first full year of 'normal' Council activity post Covid and a significant emphasis on raising awareness and compliance with reporting arrangements.

The number of RIDDOR reportable incidents reduced from 10 in 2021-22 to 6 in 2022-23. Three of these 6 RIDDORs relate to incidents investigated by the HST which are described in more in Appendix 1 of this report. The other 3 RIDDORs relate to:

- A report of an Occupational Disease (Hand Arm Vibration Syndrome) in the Highways section of the Operations Department reported on 3/5/22. (The HSE responded and confirmed they were happy with the actions taken by the Council, including identification through the Health Surveillance process)
- An incident which occurred on 1/6/22 where a Waste Management employee was alighting from a Refuse Collection Vehicle and struck his ribs against the handrail of the vehicle. It was reported much later that he had fractured a rib.
- On 17/1/23 an employee from Operations Department Stores was struck on the head by a piece of falling timber while he was removing a door from storage. This resulted in an over 7 day absence from work.

There was a significant increase in the number of Near Miss and Hazardous Situations Requiring Management Attention reports in 2022-23. These increased from 1 to 12 and 2 to 11 respectively. This increase should be seen as positive in the context of a focus on encouraging more reporting as noted above.

Work Related Violence & Aggression (WRV&A), which includes: assaults, behavioural actions, verbal abuse and intimidating behaviour; was identified in the 2021-22 Annual Health & Safety Report as being a priority area of work for 2022-23. New Guidance with supporting documents was issued during the year. Information to

employees on the new arrangements was communicated across Bury Council via a 'Wellbeing Wednesday' Staff Briefing email sent by the Communications Team.

The number of incidents reported in this category increased from 20 in 2021-22 to 26 in 2022-23.

More detailed analysis of the 2022-23 reports statistics is provided as Appendix 1.

### Other HSE Intervention

As detailed in section 2.1.6 (Schools) above, intervention from the HSE in relation to a Bury Primary School took place during March 2023. Based on the strength of a HST created Action Plan, that was agreed with the HSE at a meeting held on 23/3/23, the HSE have downgraded their level of intervention from 'Improvement Notice' to 'Letter'.

### **3. Sickness Absence**

The Council lost an average of 14.50 days per full-time equivalent employee due to sickness in 2022/23. This is a decrease on 14.69 days during the previous year.

In considering this position it is worth noting four key points:

- Mental health related absence continues to be the most significant cause of sickness and accounts for around 29% of days lost, followed by "other" at 13% and musculoskeletal problems at circa 10%.
- Sickness absence levels vary significantly across Departments with the most significant levels in the One Commissioning Organisation (20.57 days) and Operations (15.35 days).
- The introduction of absence management self-service through iTrent and other specific data reporting has significantly improved the accuracy and timeliness of data on sickness absence and actions to reduce absence are now much more data led and evidence based.
- The impact of the Omicron variant of COVID-19 continues to significantly affect sickness levels. During the 2022-23 reporting year the number of FTE days lost due to COVID was 1516.75 days. This represented the top reason for short term sickness absence during the year, accounting for 20.43% of total days lost.

Addressing sickness absence is a significant area of focus for the HR Team, with regular reporting, data analysis and working together with Service Managers to drive down sickness absence. The Managing Positive Attendance Policy is currently under review. The HR Team will continue to work closely with the Health and Safety Team in this area.

### **4. Employers Liability Claims**

There were 9 Employers Liability claims received during the year. The total reserve against these 9 claims is £154k.

When comparing claims information for the previous year (4 employers liability claims with a total reserve of £28k) there has been a significant rise in the total reserve and number of claims received.

### **3. National Priorities and Changes**

In reviewing health and safety performance and setting priorities for the year ahead, it is important to consider the national landscape and the priorities of key regulatory and sector bodies.

Details of HSE: national campaigns, e-bulletins, webinars and updates to guidance and health & safety legislation which are of particular relevance to the work of Bury Council received during the 2022-23 year are numerous and are therefore contained in Appendix 2.

### **4. The Year Ahead (2023-24)**

During 2023-24, the Council's health and safety priorities will continue to focus on embedding and strengthening the core basic requirements of a robust health and safety management system.

Alongside this, there will be an increased emphasis on training and work to strengthen and embed a culture of health and safety risk awareness and management across the Council.

The outcomes of the external review of Health and Safety arrangements within the Operations Department is due to report in the first quarter of 2023-24 and responding to the findings of this review will be a key priority.

The Health and Safety team will continue to work collaboratively with staff, managers and the Trades Unions in delivering on the proposed priorities set out below:

- 1. Risk Based Audits and Investigations.** – Based on the contents of the Annual Risk Assessment Needs Checker exercise, the HST will conduct a further 4 in-depth Health and Safety Audits this year. The team will also continue to promote the importance of accurate health and safety reporting and respond to incidents of concern as and when required.
- 2. Training** - We will continue to deliver a comprehensive programme of training through a variety of methods to improve both the generic and specialist training available to Council staff. This year, work here will include:
  - A specific session for Senior Managers on health and safety responsibilities
  - Continued roll-out of mandatory training for all managers on health and safety
  - Continued delivery of specialist health and safety training in high-risk services
  - The introduction of mandatory health and safety e-learning for all staff

- The commissioning of a bespoke package of targeted training for staff most at risk of violence and aggression at work.
  - A full review of the Council's approach to monitoring, tracking and the quality assurance of essential roll-based health and safety training
3. **Information, Procedures & Guidance** – We will continue to review and update health and safety Policies, Procedures and Guidance information. The intention for the forthcoming year is to again review 15% of all health and safety information available to staff on the Bury Council intranet.
  4. **Health and Safety within the Operations Department** – The Council will proactively respond to the external review of Health and Safety within the Department, which should be finalised within the first quarter of 2023/24.
  5. **Schools** - Work to embed the arrangements for Schools' health and safety management will continue. Support and guidance will be provided to schools where appropriate. Providing support through attendance at Schools' Health and Safety Committee and Schools Assurance Board meetings will continue. A reviewed and updated Schools H&S Policy Template will be issued and a new Schools H&S Assurance Checker exercise will begin at the start of the 2023-24 academic year.
  6. **Health and Safety Communications & Awareness** – We will continue to develop a programme of communication, engagement and awareness raising activities to strengthen understanding, awareness and confidence around health and safety.
  7. **First Aid** – We will complete a review of First Aid provision within Bury Council within the 2023-24 reporting year.
  8. **Fire Safety** – following the lifting of COVID Secure Working Arrangements, the introduction of a robust system of Fire Marshal arrangements within Bury Council occupied buildings has been identified as a priority work area for 2023-24. This recognises that occupancy levels of buildings have increased significantly after 'Lock Down' and the occupancy level of key buildings (e.g. the Town Hall) will increase further as a result of the Bury Council buildings stock rationalisation exercise. The HST will be working closely with the Bury Council Admin Buildings Team to achieve this.

## 5. Conclusion

During the 2022-23 year a large amount of work has been undertaken as set out above.

There has been an increase in reported accidents and incidents. This however should be set against publicity campaigns focusing on the importance of reporting accidents and incidents (including Near Misses) and for the newly created WRV&A guidance.

There remains more to do to ensure the Council has fully robust health and safety management arrangements in place. More work is required to promote a safety aware culture and the priorities set out above are intended to provide a robust framework for this work.

### Appendix 1 Accident/Incident Statistics

During the 2022-23 period there were 202 reported accidents/incidents/near misses/dangerous occurrences and hazard reports.

<b>Reported Accidents/Incidents for 2022-2023</b>		
1	Members of the public	85
2	Employees (including Agency Workers and Contractors)	117
3	Including: Hazardous situations	11
4	Near miss	12
5	Dangerous occurrences	3
	<b>TOTAL</b>	<b>202</b>

6 of these incidents were reported to the HSE under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as detailed below:

<b>Breakdown of RIDDOR reported incidents for 2022-23</b>		
1	Over 7-day absence	3
2	Fractures to bones	1
3	Occupational Disease (HAVS)	1
4	Dangerous Occurrence	1
	<b>TOTAL</b>	<b>6</b>

During the 2021-22 period there were 159 reported accidents/incidents/near misses/dangerous occurrences and hazard reports.

<b>Reported Accidents/Incidents for 2021-22</b>		
1	Members of the public	65
2	Employees (including Agency Workers and Contractors)	89
3	Hazardous situations	2
4	Near miss	1
5	Dangerous occurrences	2
	<b>TOTAL</b>	<b>159</b>

10 of these incidents were reported to the HSE under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as detailed below:

<b>Breakdown of RIDDOR reported incidents 2021-22</b>		
1	Over 7-day absence	4
2	Fractures to bones	4

3	School pupil taken to hospital	2
	<b>TOTAL</b>	<b>10</b>

Breakdown of incidents involving employees reported by Department 2022-23

<b>Breakdown of incidents by Department</b>		
1	Operations	90
2	Children & Young People	9
3	One Commissioning Organisation	7
4	Corporate Core	10
5	Business Growth & Infrastructure	1
	<b>TOTAL</b>	<b>117</b>

Breakdown of incidents involving employees reported by Department 2021-22

<b>Breakdown of incidents by Department</b>		
1	Operations	59
2	Children & Young People	12
3	One Commissioning Organisation	9
4	Corporate Core	7
5	Business Growth & Infrastructure	2
	<b>TOTAL</b>	<b>89</b>

Breakdown of incidents involving members of the public and clients 2022-23

<b>Breakdown of incidents by Department</b>		
1	Operations (Leisure)	57
	Operations (Market)	13
	Operations (Libraries)	8
2	Children & Young People	2
3	Corporate Core	4
4	Schools	1
	<b>TOTAL</b>	<b>85</b>

Breakdown of incidents involving members of the public and clients 2021-22

<b>Breakdown of incidents by Department</b>		
1	Operations (Leisure)	50
2	One Commissioning Organisation	14
3	Corporate Core	1
	<b>TOTAL</b>	<b>65</b>

Breakdown of incidents involving employees by cause 2022-23.

<b>Breakdown of incidents by cause</b>		
1	Work Related Violence	26
2	Road Traffic Collision	5
3	Work Related Stressors	0

4	Hit Against or by an Object	15
5	Slip, Trip or Fall	14
6	Exposure to Hazardous Chemicals / Substances	4
7	Manual Handling	21
8	Exposure to Physical Agent	0
9	Exposure to biological agent	0
10	Trapping / Crushing Incident	1
11	Medical Condition	1
12	Animal Related Attack	4
13	Fall From Height	2
14	Hazardous Situations	3
15	Near Miss	7
16	Dangerous Occurrences	1
17	Burns / Scalds	2
18	Repetitive Movement	2
19	Struck by Vehicle	2
20	Contact With Moving Machinery	3
21	Contact With Sharp Objects	3
22	Contact With Electricity	1
	<b>TOTAL</b>	<b>117</b>

Breakdown of incidents involving

employees by cause 2021-22.

<b>Breakdown of incidents by cause</b>		
1	Work Related Violence	20
2	Road traffic collision	4
3	Work related stressors	1
4	Hit against or by an object	15
5	Slip, trip or fall	16
6	Exposure to hazardous chemicals	3
7	Manual handling	14
8	Exposure to physical agent	3
9	Exposure to biological agent	1
10	Trapping/crushing incident	2
11	Medical condition	1
12	Animal related attack	4
13	Fall from height	1
14	Hazardous situations	2
15	Near miss	1
16	Dangerous occurrences	2
	<b>TOTAL</b>	<b>89</b>



## **Appendix 2 HSE National Updates**

### **Personal Protective Equipment at Work (Amended) Regulations 2022 –**

extended the requirements of the Personal Protective Equipment at Work Regulations 1992 to cover ‘Limb (B)’ workers (most commonly engaged by Bury Council as “Agency” workers. Communication was sent via global email to managers. Liaised with our Agency Worker providers to be clear on roles and responsibilities.

**Safety Alert regarding the issuing of tight fitting respirators.** Our Street Scene Department are users of tight fitting respirators and the information was shared in case any of their employees use this type of respirator.

**National Campaign relating to Dust, especially Respirable Crystalline Silica (RCS) and Wood Dust.** Street Scene have been informed of this continuing campaign to ensure good practice is used at all times when creating RCS dust.

### **National campaign of HSE inspections to Schools in relation to asbestos.**

Information forwarded to: the Strategic Lead for Schools, members of the Schools Assurance Board and to the Schools H&S Committee. Updates on HSE inspections of Bury schools given at Schools Assurance Board and Schools H&S Committee meetings.

**Guidance on Protecting Pregnant Workers & New Mothers**, included extending cover to some transgender men, non-binary people and people with variations in sex characteristics or who are intersex, Agency and Temporary workers. Information to managers was sent via global email.

**Guidance on ensuring that risk assessment responsibilities under the Management of Health & Safety at Work Regulations cover extreme weather risks such as heatwaves.** Information relating to this was sent out via a global email.

**National campaign of HSE inspections to Construction Sites with a specific focus on Dust Control.** Information was sent to Street Scene.

**National campaign to publicise the use of Reinforced Autoclaved Aerated Concrete (RAAC) in UK buildings, especially in Schools.** Information forwarded to the Strategic Lead for Schools and to members of the Schools H&S Committee. Updates on HSE inspections of Bury buildings provided at Schools H&S Committee meetings.

**E-bulletin aimed at Personal Protective Equipment and Safety Equipment buyers to ensure that all equipment they purchase is fit for purpose.** Information sent to Leads in Operations and OCO.

**Refresh to HSG201** – Guidance on Controlling Exposure to Stone Dust. Information, including work required to ensure compliance sent to Street Scene.

**E-bulletin on Motor Vehicle Repair**, information sent to Vehicle Workshop.

**Information regarding the upcoming Building Safety Act** shared with Building Control.

**National campaign to Combat Serious Aches, Pains and Strains in Construction Work** shared with Street Scene for them to promote across their Service.

**Guidance on Working in the Cold** sent to Street Scene and Waste Management.

**Webinar on Tree Safety**, following the death of a child hit by a falling tree in Newcastle and Newcastle Council receiving a £280,000 fine from the HSE. Information sent to Operations and Street Scene.

In addition, a UK Government announcement regarding the tightening up of legislation relating to the Use of Mobile Phones While Driving. This information was taken to a meeting of Operations Management, following concerns being raised by a UNISON Safety Representative.

HSE have also identified the following continuing priorities which are particularly relevant to local government:

- Wider ownership of health and safety – “health and safety is everyone’s business”
- The need to tackle ill-health at work, especially:
  - Occupational lung disease
  - Musculoskeletal disorders
  - Work-related stress

### Appendix 3 Updates on Corrective Actions Arising from Audits, Investigations and HSE Involvement

#### Audits:

SERVICE AREA	# OF ACTIONS	# OF ACTIONS STILL OUTSTANDING	BRIEF DETAILS OF ACTIONS STILL ONGOING	RAG RATING
Waste Management	6	2	Currently in the process of finalising a full new training plan for the Service	
			PPE supply - A full review of PPE supply for waste is underway	
Vehicle Workshop	9	3	Update Risk Assessments in the context of new equipment Update almost completed.	
			Investigation of trigger watches to support better monitoring in relation to Noise and vibration. Looking at new equipment, to remove as many air tools. Costing battery operated guns	
			Refresher training arrangements and processes for small abrasive wheel. Night staff have been trained and the rest of the staff are due to complete.	
Bury Market	6	5	Ensure induction arrangements in place for all new starters – Work ongoing	
			Full review of risk assessments – Work well underway and being revised based on HST feedback.	

			Improve signage around ear protection (complete) and assess wider noise protection arrangements (ongoing)	
			CDM and Contractor management arrangements are being finalised by the Markets team and training has been developed by the HST for delivery to Markets employees by service management	
			A full Training Needs Review is underway and training plan in development.	
Architectural Services	1	1	Written procedure are being developed around the control of contractors to ensure a consistent approach and check against available resources to see if additional presence is needed on site.	

**Investigations:**

<b>SERVICE AREA</b>	<b># OF ACTIONS</b>	<b># OF ACTIONS STILL OUTSTANDING</b>	<b>BRIEF DETAILS OF ACTIONS STILL OUTSTANDING</b>	<b>RAG RATING</b>
Bury Market	8	6	A full Training Needs Review is underway and training plan in development by the Markets team.	

			<p>A review of all other mechanical equipment within the market being undertaken to review if certificated training is required. For items that do not need certificated training, further refresher training will be included in the training matrix.</p>	
			<p>CDM and Contractor management arrangements are being finalised by the Markets team and training has been developed by the HST for delivery to Markets employees by service management</p>	
			<p>Ensure induction arrangements in place for all new starters – Work ongoing</p>	
			<p>A review the Council's wider policy and guidance in relation to the use of MEWP and other equipment for working at heights, including training expectations, will be undertaken by the HST in Q1 of 23/24</p>	
			<p>A review of how health and safety expectations are covered within corporate induction guidelines, including for internal moves will be undertaken by the HST in Q1 of 23/24</p>	
Operations (Trip Incident)	11	3	<p>The design phase of work is currently in progress to support the Introduction of a segregated spoil storage arrangement. with the introduction of lighting and CCTV being considered.</p>	

			Once new area is created (see above), safe use of newly created spoil unloading area instructions will be issued to all appropriate Depot users.	
			Once new area created (see above), revised and updated Depot site rules will be communicated to all Depot users.	
Waste Management (RCV incident)	6	6	A meeting has arranged with Supervisors and the Trade Union to finalise an updated risk assessment, which includes detail on whether the role of the driver is to leave the vehicle and assist the loader/s in bin collections and what is 'unattended' as far as the vehicle is concerned.	
			Draft Methods Statement and SSW has been produced A meeting has been arranged with Supervisors and the Trade Union to finalise.	
			Clear instruction on what to do in an emergency, including the uncontrolled movement of the vehicle will be included in the SSOW.	
			An expanded program of toolbox talks to support induction is in development.	
			Currently in the process of finalising a full new training plan for the Service. Defined roles and responsibilities of supervisors in the induction process are also being drafted.	

			Task & Finish system - This will be reviewed as part of the new end-to-end MIS systems and the wider external review of Operations Health and Safety .	
			Work to check the condition of 360 <sup>o</sup> cameras on all vehicles fitted with them is ongoing on a rolling basis	

**Other HSE involvement:**

<b>SERVICE AREA</b>	<b># OF ACTIONS</b>	<b># OF ACTIONS STILL OUTSTANDING</b>	<b>BRIEF DETAILS OF ACTIONS STILL OUTSTANDING</b>	<b>RAG RATING</b>
St Andrew's Primary School Asbestos Incident	10	8	Revisit audit of Architectural Services (AD) to be undertaken by HST by 31/8/23	
			AS team currently reviewing asbestos training needs.	
			Central register of all asbestos surveys, revisits and management plans - AS hold this information for schools that choose to use AS services. Long term the Assistant Director (Operations Strategy) is looking at the use of Concerto as an option to hold this information where schools use our services and there may be the option for this to be used to hold this info for all schools.	
			Extend the asbestos management information contained in both the Bury Council and Schools H&S Policies and emphasise the support available through the H&S Team. By HST by 31/8/23	

			Review and update, if necessary, guidance on the Bury Council intranet H&S pages re asbestos management. This will be undertaken when new arrangements are in place within AS	
			AS are reviewing the competency requirements of asbestos contractors undertaking works for AS involving ACMs.	
			Undertake a sample audit of asbestos surveys, revisits and asbestos management plans in place within Bury schools. Ongoing work by HST, end date set as 31/7/23	
			A date for an AS revisit audit re asbestos management is being arranged.	