



Health & Safety Committee

Corporate Health & Safety Team Update

Date: 2 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Rich Clarke, Head of Assurance

Outline and recommendations

This report provides information to the Health & Safety Committee on matters of interest raised in previous meetings. It also summarises information raised at the Corporate Health & Safety Board including relevant incident statistics.

We ask Members to note the report.

1. Summary

- 1.1. The report includes an update on matters raised previously by this Committee, including details on training offered to Council staff.
- 1.2. The report summarises relevant matters raised at the Corporate Health & Safety Board, including most recent accident and incident statistics.

2. Recommendations

- 2.1. We ask that Members note and comment on the report.

3. Policy Context

- 3.1. The Council has various legal, regulatory and ethical responsibilities in ensuring the continuing health and safety of all those to whom it owes a duty of care. The work of this Committee in general helps to ensure the Council meets its responsibilities, especially to non-domestic service users. This report contributes to the Committee's understanding of health & safety governance at the Council and so aids in the effective completion of its responsibilities.

4. Update On Matters Raised By Committee

Health and Safety Training

- 4.1. Over the last calendar quarter of 2022 the Council has offered five different face-to-face training sessions. These are:
- **Fire safety awareness.** This course, which includes hands-on experience with fire extinguishers, is intended to support those becoming Evacuation Marshals.
 - **First aid at work.** This delivers fully certified training for front line staff and incorporates refresher training for those already nominated as first aiders.
 - **Emergency first aid at work.** Targeted at lone workers especially and provides practical support for delivering first aid in emergency situations.
 - **Menopause awareness.** Exploring neuroscience and biological science to help understand and support. The scope of this course covers both personal awareness and information to help support colleagues.
 - **Fire Marshal training.** Aimed at all those with designated roles in fire safety, also including health and safety representatives and facilities management.
- 4.2. There were 121 places available across the five courses. Although all were booked, only 71 people attended (notably, the first aid at work course had 100% attendance). The Council's Learning and Development team are following up with people who did not attend courses to potentially rearrange.
- 4.3. Another valuable channel for delivering training is eLearning provided to staff through the Council's online Learning Hub. We have developed a range of courses in consultation with the Learning Hub provider, as listed below. Most courses are discretionary, with staff encouraged to complete them where relevant by their line manager. Two courses (Display Screen Equipment and Introduction to Health and Safety) are mandatory for most new starters.
- 4.4. The list below is all the eLearning courses currently available and in use with the number in brackets noting the number of course completions in the first three quarters of 2022/23. We have highlighted the two mandatory courses.
- Asbestos awareness (6)
 - **Display screen equipment (225)**
 - Control of substances hazardous to health (7)
 - **Introduction to health & safety (228)**
 - Fire safety awareness (11)
 - Driving for work (2)
 - Healthy lifestyles (3)
 - Legionella awareness (5)
 - Mental health awareness (1)
 - Stress awareness and email stress (2)
 - Working at height (3)
- 4.5. This is a total of near 500 course completions during the year. In addition to the courses, the Council provides standing information on Health and Safety within its Staff Support Hub. These pages received almost 900 unique page views during the first three quarters of 2022/23.

Is this report easy to understand?

Please give us feedback so we can improve.

Go to <https://lewisham.gov.uk/contact-us/send-us-feedback-on-our-reports>

Building Evacuations

- 4.6. The Council must complete an evacuation of each building at least once every 12 months. Coming into the third quarter of 2022/23 there was only one building overdue for an evacuation: Eros House in Catford. We completed a planned evacuation of that site without incident on 8 December 2022. Previous evacuations were completed of Laurence House (19 August 2022) and the Civic Suite/Old Town Hall/Town Hall Chambers (31 March 2022).
- 4.7. We also recently agreed to a request received from the Probation Service which operates a site in Canadian Avenue, near to Laurence House in Catford. The Probation Service had been advised by a fire risk assessment to change their evacuation point as the existing site required residents to cross the road and stop traffic. We have agreed, after appropriate consultation and risk assessment, for them to use an area within Laurence House's car park as a muster point, starting in spring 2023.

Warm Hub Risk Assessments

- 4.8. We have discussed risk implications for any changes to building use or occupancy arising from their use as warm hubs. So far, no direct changes to risk assessments are noted as required, but we are monitoring the levels of reported incidents to assess whether any additional support may be required.

Defibrillators

- 4.9. The Council now has four defibrillators installed and scheduled for maintenance within the main corporate estate. These are in Laurence House (ground floor reception and third floor lift lobby), Civic Suite (ground floor reception) and Old Town Hall (ground floor reception). A list of trained operators with contact numbers is included on each defibrillator cabinet as well as first aid points.

Corporate Estate

- 4.10. There is a separate report on today's agenda detailing our work in considering health and safety risks arising from premises on the corporate estate.

5. Matters Raised At Corporate Health & Safety Board

- 5.1. The most recent Board meeting was on 26 January 2023. While the papers for that meeting were published when compiling this report, it took place the day after publishing this agenda. We will provide a verbal update to the Committee of discussions at the Board.
- 5.2. The Board's agenda included the following items:
 - HR Report on Occupational Health & Welfare
 - Facilities Management Update, including compliance report on the corporate estate.
 - Feedback and actions from each Directorate meeting.
 - Statutory compliance report and incident reporting summary provided by the Corporate Health & Safety team.
- 5.3. The principal areas relevant to this Committee are picked out in section 4 of this report, or the separate report on corporate estate buildings compliance.

Is this report easy to understand?

Please give us feedback so we can improve.

Go to <https://lewisham.gov.uk/contact-us/send-us-feedback-on-our-reports>

6. Incidents

- 6.1. The Board (and relevant Directorates) also received information on reported incidents and change year-on-year. The table below summarises:

Directorate	Year to 31	Year to 31	Change (%)
	Dec 21	Dec 22	
Chief Executive's	1	1	0 (0%)
Children & Young People (excl Schools)	2	15	+13 (+650%)
Schools	1,318	1,368	+50 (+4%)
Community Services	59	63	+4 (+7%)
Corporate Resources	81	115	+34 (+42%)
Housing, Regeneration & Public Realm	44	51	+7 (+16%)
Total	1,505	1,613	+108 (+7%)

- 6.2. The more serious incidents are known as 'RIDDOR' incidents. These are those with required reporting to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The number and nature of such incidents in the quarter to 31 December 2022 is set out in the table below. For comparison, there were 30 such incidents in the quarter to 31 December 2021.

RIDDOR Category	CED	CYP	School	COM	COR	HRPR
Dangerous Occurrence	0	0	0	0	0	0
Major Injury or Condition	0	0	2	1	0	0
Member of Public to Hospital	0	0	3	1	0	0
>7 Day Absence	0	0	8	0	1	0
Pupil to Hospital	0	0	3	0	0	0
Prescribed Disease	0	0	0	0	0	0
Totals	0	0	16	2	1	0

- 6.3. The most serious incidents involved fractures arising from falls or slips and trips. The Council documents all RIDDOR incidents and investigates as appropriate. There is, to the best of our knowledge, no external agency involvement in any of these incidents.

7. Financial implications

- 7.1. The report is to note. There are no financial implications arising from the recommendations.

8. Legal implications

- 8.1. The report is to note. There are no legal implications arising from the recommendations.

9. Equalities implications

- 9.1. The report is to note. There are no equalities implications arising from the recommendations.

Is this report easy to understand?

Please give us feedback so we can improve.

Go to <https://lewisham.gov.uk/contact-us/send-us-feedback-on-our-reports>

10. Climate change and environmental implications

- 10.1. The report is to note. There are no climate change and environmental implications arising from the recommendations.

11. Crime and disorder implications

- 11.1. The report is to note. There are no crime and disorder implications arising from the recommendations.

12. Health and wellbeing implications

- 12.1. The report is to note. There are no health and wellbeing implications arising from the recommendations.

13. Background papers

- 13.1. No background papers.

14. Report author and contact

- 14.1. Rich Clarke, Head of Assurance. rich.clarke@lewisham.gov.uk. Telephone (020) 8314 8730 (ext. 48730).

Is this report easy to understand?

Please give us feedback so we can improve.

Go to <https://lewisham.gov.uk/contact-us/send-us-feedback-on-our-reports>