

HEALTH AND SAFETY ANNUAL REPORT

April 2021 to end March 2022

1.0 INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the twelve month period 1 April 2021 to 31 March 2022. As with previous reports it is split into a number of sections highlighting the key issues. It also sets out new policies which have been implemented as part of the control measures within the corporate health and safety framework.
- 1.2 Furthermore the update provides an indication of the effectiveness and success of the health and safety control measures the Council has in place with evidence showing training delivered, progress towards meeting health and safety aims and objectives and the number of accidents recorded.

2.0 HEALTH AND SAFETY RESOURCE REVIEW

Due to a restructure of the HR Team the health and safety advisor function has been reviewed and it has been recognised that additional resource is required to support the delivery of the proactive areas such as audits, inspections and policy reviews. A service level agreement has been agreed with Bolsover District Council who currently have a team of five advisors. The Strategic HR Manager will work closely with the Bolsover Team to ensure effective support from Bolsover as and when required.

3.0 HEALTH AND SAFETY AUDIT

BDO carried out an internal audit of health and safety in March 2022. Although this audit will be reported on separately, the conclusions from the report are as follows.

Our review noted that there are number of good areas of practice at the Council regarding health and safety. These areas include the reviewing of health and safety policies, the defining of roles and responsibilities in the management framework and the clear reporting groups for health and safety.

However, areas for improvement were identified during the review. These findings relate to the training rates for Display Screen Equipment, asbestos and legionella and the need for refresher training for the latter two. Further, there is a need for more frequent monitoring of actions identified in risk assessments and a more consistent process of review in Pentana which has led to moderate assurance being provided over both the design and operational effectiveness of controls in place regarding the management of health and safety within the Council.

4.0 KEY ACTIVITIES

4.1 COVID-19

There has been a continued increased workload with respect to health and safety implications of COVID across the authority in this twelve month period. Ongoing changes to government guidance has been challenging to ensure compliance and safety for both our staff and the public using our facilities. Below is a summary of some of the actions.

Requirement	Action
Maintaining delivery of key services	Support and advice to managers to ensure we could continue to deliver priority services
COVID restrictions alternating between work from home and lifting of restrictions	Ensuring work from home was adopted across the organisation for all staff where practical and implementing appropriate controls and safe working practices for those that could not work from home. Alterations to work and workspaces when restrictions within workplaces was lifted
COVID Risk Assessments	Ensuring COVID risk assessments reviewed and updated in line with current restrictions
Guidance Documents	Regular review and update to reflect current government guidance
Support documents	Regular review and update
PPE	Monitoring stock levels and ensuring availability for all staff requiring it
Maintaining high levels of cleanliness and hand sanitisation	Ensuring sufficient cleaning equipment and hand sanitisation continued to be provided at all sites
Isolating and Positive case management	Liaising with managers and employees to support them with isolation requirements and reporting workplace positives to Track and Trace as and when required
Employee wellbeing	Regular updates to staff and support networks in place. Individual COVID risk assessments where required

4.2 Policy Review

The Council has a programme of policy review and implementation to support effective health and safety management. Due to the COVID pandemic the review programme was delayed whilst priority was given to developing new guidance documents, safe working procedures and risk assessments to ensure our staff were supported as they continued to provide Council services throughout the pandemic.

The review programme was able to commence in quarter 4 and the following policies were reviewed and updated:

- Accident Reporting Policy
- Asbestos Policy
- COSHH Policy
- First Aid Policy
- Hand Arm Vibration Policy
- Work at Height Policy
- Mobile Phone Policy
- Noise at Work Policy
- Risk Assessment Policy
- Provision and Use of Work Equipment Policy
- Young Person and Work Experience Policy
- Manual Handling Policy
- Lone Worker Policy

The significant work on policies has resulted in only one health and safety policy requiring a review and update, the Violence at Work Policy. The rest have all been reviewed within the last 3 years.

4.3 Training

Health and safety training needs are identified in a number of ways including Personal Development Reviews (PDRs), regular one to ones, team meetings and through the Executive Management Team. The Health and Safety Advisor also ensures that training is consistent with our duties and legal responsibilities.

Training provision has been difficult through the pandemic, with some being completed virtually where possible and other training delivered face to face in a COVID secure way. However, some none-urgent training may have been postponed depending on training providers and individual team priorities.

The following health and safety training was organised through Human Resources in the last 12 months.

Table of Staff Training

Course Subject	Number of Staff attended	% of those requiring training who have been trained	Outcome/impact
Fire safety Training e-learning	173* (173 total)	83%	Refresher training for staff on fire safety issues. There are 208 employees who have access to the e-learning.
Display Screen Equipment e-learning	34* (95 total)	46%	On-line training and assessment of computer workstations. 208 employees have been given access to the e-learning. New course went live in March 2020
Legionella awareness e-learning	2* (3 total)	9%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 37 staff require this training. 95% of required staff have completed the training but the course went live in March 2018 therefore a majority of staff completed the training more than 3 years ago which is a suggested refresher timeframe
Asbestos awareness e-learning	2* (6 total)	14%	This training is for all staff who need to be aware of the risks of Asbestos within the workplace. 42 staff require this training. 88% of required staff have completed the training but the course went live in March 2018 therefore a majority of staff completed the training more than 3 years ago which is a suggested refresher timeframe

Manual handling e-learning	21* (185 total)	89%	Basic manual handling awareness for low risk staff. 208 employees have been given access to the e-learning package.
Working at Height e-learning	6* (35 total)	97%	36 employees have been requested to complete this training due to their job role

* this figure shows the number trained in this 12 month period, the figure in brackets shows the cumulative total within the last three years.

4.4 The above training is also supported by significant on the job training within all Service Areas but in particular at the higher risk Depot site. Training at the Depot is delivered in a number of ways including tool box talks which are brief practical sessions for employees on site. Other types of training also include for example robust induction training specific to the job role, tasks and equipment used, and driver training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce accident rate

4.5 A recent upgrade to the e-learning system now enables automatic reminders to be sent to employees when training is due and also copies in their manager when training is overdue. This upgrade is having an improvement on completion figures. Legionella and Asbestos modules need to be reviewed and relevant employees re-enrolled to ensure compliance with refresher training every 3 years.

4.6 Meetings of Health and Safety Groups

The Council has in place a number of health and safety groups to ensure that health and safety is discussed at relevant levels within the organisation.

Meeting	Frequency of meetings	attendees
Corporate Health and Safety Group	Six monthly	Executive Management Team
Employee Health and Safety Group	six monthly 26 May 2021	Director Neighbourhoods, Strategic HR Manager, 8 workplace representatives
Legionella, Asbestos and Tree Management Group	6 monthly 23 June 2021 15 December 2021	Director Neighbourhoods Relevant managers Strategic HR Manager

4.7 Health and Safety is also an area of discussion in staff one to one's and performance development reviews.

4.8 In the last year the meetings detailed above have enabled consideration to be given to a number of issues including training, occupational health, accident statistics, legislation and policy update and service area feedback.

4.9 Occupational Health

The Council are supported by an external Occupational Health provider who are utilised to provide a host of occupational health packages. Within the last twelve months the services that they have provided specifically relating to health and safety issues have included:

	Attendance numbers Apr 2021 to end March 2022	Comment
Pre-employment medicals	48	All new employees are assessed through a pre-employment questionnaire prior to commencing their role with the Council
Medical examinations	1	To support with sickness absence or managing medical condition in the workplace
Other Occupational Health referrals	9	These could be telephone consultations
HGV Driver medicals	1	

4.10 Flu injections - Staff were asked to source their own flu injections where possible and to claim the cost back. More staff were entitled to flu vaccination through the GP due to changes in age categories and risk groups.

4.11 Workplace Health

Workplace Health Champions have been involved in a number of promotional activities for staff across the sites including:

- Cycle to Work
- Joined the Midlands Engine Mental Health and Productivity Pilot
- Commencement of a Book club
- Men's health week
- Lunchtime mindfulness sessions
- Pilates sessions for staff
- Know your numbers event at the Arena
- Nutrition and Hydration week
- Regular mental health updates including Time to Talk day

5.0 PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

5.1 At its meeting on 20 July 2021 the Corporate Overview Group supported the following health and safety goals. These were previously set by the Council's Executive Health and Safety Group and are monitored and reviewed by them. Progress is set out below.

H&S Goal	Target date	Action to date	Target met?
Continue to monitor and review the effectiveness of COVID-secure measures across the Council	End March 2022	Monitoring of positive cases and reporting to employer hub. Limited evidence of COVID	Yes

		spread through work activity. Supporting staff with isolations. Feedback from staff on working back in the office. Supporting staff with wellbeing and individual covid risk assessments where appropriate	
Review and update all health and safety policies that have not been reviewed in the last 3 years	End March 2022	All completed with the exception of the Violence at Work policy which will be completed in Qtr 1	Completed with exception of 1
Complete a health and safety audit Fountain Court	End December 2021	To be completed by Bolsover as part of agreement	No
Deliver workplace health initiatives in line with Workplace Health Gold award	End March 2022	Significant activity on workplace health has continued throughout the year	Yes

6. PERFORMANCE

6.1 Accident report forms completed

Corporately the number of accident report forms completed by employees and agency staff within the six month period is set out in the following table:

Accident report forms completed

Establishment figure head count	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22
	340	338-303*	291	285	275	266	257	259	257
Depot	34	19	24	18	15	10	10	14	14
Arena (Civic)	5	4	2	2	3	2	2	0	0
Community Contact Centre	1	1	1	1	0	0	0	0	0
Community Facilities	2	1	1	1	1	5	0	2	4
Total	42	25	28	22	19	17	12	16	18
Incidence rate	123	73	96	77	69	64	47	62	70

*The establishment figure dropped from 338 to 303 from 1st September with the move of Streetwise.

6.2 The table above shows that the number of accidents to employees/agency staff has increased slightly compared to last year but has remained consistent with the previous few years.

6.3 The Incidence Rate shows the number of accidents per 1000 employees. This is calculated by the number of accident forms completed, divided by number of employees, multiplied by 1000. The HSE use this formula to compare businesses accident rates, however they only look at number of reportable accidents under RIDDOR and not accident forms completed.

6.4 *Accident reports by type*

The table below sets out the accident figures by type.

Accident Report Forms by type

	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22
Struck by Moving Object	8	4	9	4	5	3	2	4	5
Strike against fixed object	5	1	5	6	2	1	4	0	2
Slip / Trip / Fall	9	11	4	5	9	5	4	5	8
Manual Handling	12	6	8	7	3	3	2	6	3
Animal attack (e.g. dog)	3	2	0	0	0	5	0	1	0
Other (Shock/Contact with liquids)	5	1	2	0	0	0	0	0	0
Total	42	25	28	22	19	17	12	16	18

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

- Slip/trip/fall accidents have increased this year but remain low
- Manual handling accidents have returned to a lower level comparable with previous years prior to 2020/21

6.6 *The number of employee days lost due to accidents*

	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22
Number of days lost	38	102	262.5	77	161	99	39	15	26

6.7 The number of days off as a result of an accident at work remained low in comparison with previous years with the exception of last year which was extremely low. The number of days absent has fluctuated significantly over the past few years. The average annual figure over the last nine years equates to 91 days. You will see from the table in 6.8 below that there were only 4 accidents resulting in time off from work, with one accident accounting for a majority of the absence.

6.8 The following table shows the incident and injury type for those accidents which resulted in time lost.

Incident Type	Injury type	Location	Time lost in days
Strike against fixed	Cut head	R2Go	2
Slip, trip, fall	Sprain ankle	Facilities	20
Slip trip fall	Twisted ankle	RCP	1
Manual handling	Strain to leg	R2Go	3
Total			26

6.9 *The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees*

In the 12 month period 1 accident was reported to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation. This is the same as the previous year.

6.10 *The number of health and safety enforcement notices*

There have been no visits by the Health and Safety Executive (HSE) or the Fire Service within this 12 month period. There have not been any enforcement notices served on the Council.

7. THE COUNCIL'S WIDER ROLE IN HEALTH AND SAFETY

7.1 The Council has health and safety duties to persons not in its employment, for example members of public visiting our sites. The risk assessment process and management of the Council's services ensures that risks to the public and contractors are assessed at the same time as the risk to our employees.

7.2 Actions we've taken as a Council to reduce risks to members of public when visiting our premises and also to those involved in activities with Council staff include:

- COVID control measures in place at all our sites in line with current government guidance
- Water risk assessments have been completed at sites across the Borough
- Fire risk assessments completed and in place for all Council occupied buildings
- Legionella risk assessments have been reviewed and updated for all appropriate sites
- Asbestos surveys completed and management plans in place
- The gritting of car parks during periods of inclement weather to ensure safe access to the public
- Scheduled inspections of play equipment at parks

7.3 The proactive actions outlined above help to reduce and manage risk at Council sites and venues. Furthermore they assist in maintaining low accident statistics for the public and contractors in comparison with the volume and numbers of people involved. The table below set out these figures and provides a previous year comparison.

	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22
Member of Public	10	15	25	10	2	7	16	1	4
Contractor	0	1	1	0	0	0	0	0	0

8. CONCLUSION

8.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents to employees/agency staff has remained consistently low. This is also reflected in the low level of days absent from work as a result of an accident whilst at work. However this figure does fluctuate greatly from year to year but has remained low for the last three years. Within this 12 month period, only 4 accidents resulted in time off from work. As always, employees are encouraged to return to work and this can be helped by the use of the fit note process by the GP which allows employees to return to work earlier on phased return and/or with adaptations to duties.

Significant progress has been made this year on completing the health and safety objectives set at the beginning of the financial year, in particular the review and update of policies.

The audit by BDO highlighted the reduced training rates for three of the health and safety courses and the need to improve on the monitoring of risk assessments which are recorded on Pentana (the Council's risk system)

In order to ensure continuing development in health and safety policies and practice the following objectives have been determined for the forthcoming year. These objectives have been identified by giving due regard to the issues highlighted in the report.

- Review and update the Violence at Work policy
- Health and Safety Audit of Streetwise to ensure adequate compliance is in place prior to its return to the Council
- Improve on e-learning compliance rates by re-enrolling staff on relevant courses
- Ensure risk assessments are reviewed by managers in a more timely manner
- Continue to deliver appropriate workplace health initiatives in line with employee's needs