

HEALTH AND SAFETY ANNUAL REPORT

April 2022 to end March 2023

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 2022 to 31 March 2023. 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 CHANGES TO RISK PROFILE

- 2.1 This financial year has seen a number of changes which have resulted in altering the health and safety risk profile of the Council.
- 2.2 As you will be aware Streetwise services came back in-house in September 2022, resulting in a change from having a contractual overview of health and safety compliance, to the team being a part of the Council's establishment. Significant work was undertaken in the lead up to the transfer including audits see section 4.3, but also since September to support the team with the transition into health and safety policies and procedures at Rushcliffe. This has resulted in an increase in the establishment head count from 259 to 312 employees, and sees the Council providing more higher risk services such as litter picking of high speed roads and arboriculture work.
- 2.3 Bingham Arena opened its doors to the public in February 2023, adding a great facility to the Council's portfolio. This resulted in significant health and safety work for the contract and project management team during development but has provided the Council with a modern safe facility. This has enabled us to remove services from the previous Bingham Leisure Centre site which as expected was high maintenance to ensure health and safety compliance of the building. Toothill sports centre will remain open with provision of leisure services through Parkwood who will provide regular update reports on health and safety compliance.
- 2.4 Rushcliffe Oaks was officially opened for services on 3 April 2023. The delivery of a new crematorium service has required regular health and safety input and support to ensure its successful opening. The running of the electric powered cremator is an obvious risk on the new site, but in addition to this there are nine acres of memorial grounds to maintain. The health and safety performance at this site will be included and reported on moving forward.

3.0 PROVISION OF HEALTH AND SAFETY ADVICE AND SUPPORT

- 3.1 As explained in the annual report last year, the delivery of the health and safety advisor function is delivered on a day to day basis through the Strategic HR Manager but with the support from Bolsover District Council for the delivery of the proactive areas such as audits, inspections and policy reviews. The Strategic HR Manager works closely with the Bolsover Team to ensure effective support from Bolsover as and when required.

4.0 KEY ACTIVITIES

4.1 COVID-19

In April 2022 the COVID restrictions were lifted and all the previous guidance documents and risk assessments were reviewed and updated to ensure they were reflecting the Governments guidance to “Living with COVID and Respiratory Illnesses”. Once completed the health and safety involvement in COVID was dramatically reduced, but still overseeing areas such as provision of PPE and supporting staff and managers with risk assessing when staff tested positive for COVID.

4.2 Policy Review

Due to the significant work that took place on reviewing health and safety policies in 2021/22 there was only one policy that hadn't been reviewed in the last 3 years. There was a delay to reviewing the Violence at Work Policy due to work that was taking place to implement a new Lone Working monitoring system. The new PeopleSafe personal safety/lone working project was completed at the end of January 2023 and the policy was reviewed and updated to include details of the new system.

The following policies are due for a review and update in 2023/24 as they will be coming up to 3 years since their last review:

- Alcohol and Substance Misuse policy
- Bomb threat policy
- Display Screen Equipment Policy
- Driving Policy
- Emotional Wellbeing and Stress Management Policy
- Fire Policy
- Evacuation Chair Policy
- Corporate Warning Register Procedure

4.3 Health & Safety Audits

One of the health and safety objectives for this 12-month period was to carry out health and safety audits of Streetwise prior to it coming back in-house on 1 September 2022.

These audits were carried out by Bolsover District Council and comprised of the following:

- Initial audit questionnaire of managers within Streetwise
- Frontline staff audit questionnaires completed by over 40 employees
- Follow up face to face in-depth questioning of approx. a quarter of those employees

As a result of these audits, Bolsover produced a report detailing the strengths and any weaknesses within Streetwise. The audit findings demonstrated that Managers were generally aware of their role and duties under relevant health and safety legislation, but there was a lack of clarity regarding documentation. The audit has enabled the Council to understand priorities following the Streetwise transfer and resulted in a comprehensive action plan and work programme being developed and implemented.

4.4 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. The difficulties previously experienced during COVID with delivery of training face to face has not been a problem in 2022/23.

All new starters undergo a thorough induction which details areas to be covered on day 1 of employment, week one and end of week two. This covers a number of health and safety areas such as fire evacuation, first aiders and accident reporting. This is then followed up with more detailed e-learning modules where appropriate.

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

Course Subject	Number of Staff who's training is in date	% of those requiring training who have been trained	Outcome/impact
Fire safety Training e-learning	218	94%	Refresher training for staff on fire safety issues. There are 233 employees who have access to the e-learning. Increased from 83% last year
Display Screen Equipment e-learning	115	49%	On-line training and assessment of computer workstations. 233 employees have been given access to the e-learning. New course went live in 2020 so some staff now over 3 years since completion.
Legionella awareness e-learning	37	80%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 46 staff require this training. Increased from 9% last year as the training has been renewed
Asbestos awareness e-learning	28	44%	This training is for all staff who need to be aware of the risks of Asbestos within the workplace. 63 staff require this training. This course only went live in March 2023 and staff were given 4 weeks to complete. Further update – 84% completion rate by beginning July 2023
Manual handling e-learning	187	80%	Basic manual handling awareness for low-risk staff. 233 employees have been given access to the e-learning package.
Working at Height e-learning	30	88%	34 employees have been requested to complete this training due to their job role
Emergency First Aid at Work	22		This 1-day qualification is designed to give first aiders working in low-risk environments the skills they need to deal with a first aid emergency.

First Aid at Work	4		This 3-day course teaches the skills to recognise and treat a wider range of injuries and medical conditions.
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4.5 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

4.6 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 is called “certifications”. The Display Screen Equipment course is the only one that hasn’t been transferred onto the new certification. This is a priority in order to improve on completion rates and ensure compliance with refresher training every 3 years. 100% completion rates are unlikely due to new starters and time given to complete the training.

4.7 **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	6 monthly	Executive Management Team
Employee Health and Safety Group	6 monthly	Director Neighbourhoods, Strategic HR Manager, 8 workplace representatives
Legionella, Asbestos and Tree Management Group	6 monthly	Director Neighbourhoods Relevant managers Strategic HR Manager

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

4.9 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.

4.10 **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	Comment
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	2022 to end March 2023	
Pre-employment medicals	61	All new employees are assessed through a pre-employment questionnaire prior to commencing their role with the Council
Medical examinations	13	To support with sickness absence or managing medical condition in the workplace

4.11 Flu injections - Staff were provided with an option to receive a free flu voucher

4.12 Workplace Health

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

- Movember for Prostrate cancer
- Mindfulness sessions
- March for Mind (walk 100 miles in March for Mind charity)
- No Smoking day with support from ABL providing advice and signposting
- Mental Health awareness week
- Poetry Day
- Nutrition and Hydration week

5.0 PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

5.1 At its meeting on 6 September 2022 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?
Review and update the Violence at Work policy	End March 2023	This has been completed and includes reference to the new PeopleSafe Lone working devices	Yes
Health and Safety Audit of Streetwise to ensure adequate compliance is in place prior to its return to the Council	1 Sept 2022	This was completed. Both auditing of managers and frontline staff	Yes
Improve on e-learning compliance rates by re-enrolling staff on relevant courses	End March 2023	All health and safety e-learning, with the exception of the Display Screen Equipment module, has been moved onto the certifications which auto	80% complete

		enrols staff.	
Ensure risk assessments are reviewed by managers in a more timely manner	Sept 2022	The risk assessments are held in our performance management system Pentana and now have review due dates on them to remind managers to review	Yes
Continue to deliver appropriate workplace health initiatives in line with employee's needs	March 2023	The Workplace Health Champions have been very busy again this year delivering a variety of activities	Yes

6. PERFORMANCE

6.1 Accident report forms completed

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

Accident report forms completed

Establishment figure head count	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23
	338-303*	291	285	275	266	257	259	257	259-312**
Eastcroft Depot	19	24	18	15	10	10	14	14	13
Bingham Depot	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9
Arena (Civic)	4	2	2	3	2	2	0	0	2
Community Contact Centre	1	1	1	0	0	0	0	0	0
Community Facilities	1	1	1	1	5	0	2	4	2
Total	25	28	22	19	17	12	16	18	26
Incidence rate	78	96	77	69	64	47	62	70	91

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

** The establishment figure increased from 259 to 312 from 1st September with the move back in-house of Streetwise

6.2 The table above shows that the number of accidents to employees/agency staff has increased slightly compared to previous 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

	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23
Struck by Moving Object	4	9	4	5	3	2	4	5	6
Strike against fixed object	1	5	6	2	1	4	0	2	1
Slip / Trip / Fall	11	4	5	9	5	4	5	8	9
Manual Handling	6	8	7	3	3	2	6	3	6
Animal attack (e.g. dog)	2	0	0	0	5	0	1	0	3
Other (Shock/Contact with liquids)	1	2	0	0	0	0	0	0	1
Total	25	28	22	19	17	12	16	18	26

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 higher level than was seen in the previous year
- Animal attacks were higher this year. These were all dog bites.

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

	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23
Number of days lost	102	262.5	77	161	99	39	15	26	19

6.7 The number of days off as a result of an accident at work has continued with the low trend of the recent few years. The number of days absent has fluctuated

significantly over the past few years. The average annual figure over the last nine years equates to 89 days. You will see from the table in 5.8 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
Slip, trip, fall	Sprain ankle	R2Go	15
Manual handling	Strain back	R2Go	2
Manual handling	Strain hand	R2Go	1
Struck by moving object	Bang to head	Streetwise	1
Total			19

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:

- 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 using a new system PSS Live which enables real time recording of inspections and defects ensuring a faster response time

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.

	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23
Member of Public	15	25	10	2	7	16	1	4	4
Contractor	1	1	0	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 four 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 work involved in improving on e-learning completion rates and the auditing of Streetwise prior to the service returning back to the Council.

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 policies that are over 3 years old (as listed in 3.2 of this report)
- Health and safety compliance audits across the authority
- Continue to support health and safety compliance at Streetwise
- Health and Safety Inspection at Rushcliffe Oaks
- Improve on e-learning compliance rates for DSE e-learning course by moving over to a certification
- Continue to deliver appropriate workplace health initiatives in line with employee's needs