



Date: Wednesday, 20 October 2021

Time: 10.00 am

Venue: Shrewsbury/Oswestry Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND

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CABINET

TO FOLLOW REPORT (S)

10 APPENDICES TO Annual Health & Safety Performance Report - 2020/2021 (Pages 1 - 24)

Lead Member – Councillor Gwilym Butler - Portfolio Holder for Resources

Report of James Walton, Executive Director Resources, attached






Tel: 01743 258915

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APPENDIX 1 **Progress with Action Plan for 2020/2021**

Detailed information on progress with the 2020/2021 plan follows.

Progress on Action Plan for 2020/2021

Activity	Outcome	
Review of Health & Safety Arrangements to ensure up to date and relevant to organisation		On-going, Arrangements are being updated in line with project plan, which is based on level of risk.
Production of Annual Health & Safety Performance Report including benchmarking with other unitary LA's for presentation to senior management and elected members		Data being collected for the 2020/2021 annual report. 2019/20 report completed and agreed at Directors meeting on 30 th September 2020. Portfolio Holder briefed. Presented to Cabinet on 2 nd November 2020. All signed off.
Audits – Scheduled and targeted audits across the council in line with Audit Programme Document.		Although heavily impacted by Covid, some auditing/inspections and Covid security arrangement inspections took place, both face to face and via Teams. This included a day centre for adults and some school sites. Inspections were also undertaken at some Visitor Economy sites ahead of reopening, and at two homeless accommodation sites to support premise managers with implementing assessments and procedures ahead of opening. The Health and Safety Team, as a priority, were mostly heavily involved in reviewing Covid risk assessments carried out by schools and non-schools in June 2020 and additionally, to support the wider opening of schools in September 2020, a 20% cross section of maintained schools had their updated risk assessments reviewed.
To work with Property Services Group (PSG) on a list of summer works construction activities for inspection over the summer school holiday period and to ensure compliance with CDM.		Programme of visits undertaken to higher risk projects by officers from the Health & Safety team. Recommendations and observations similar to previous years were made. Again, protection of skylights and site security were some issues requiring action.
To engage and retain services across the Council and externally with associated Service Level Agreements in place to support their obligations and responsibilities for health and safety. To explore further opportunities with town and parish councils.		Service Levels Agreements for schools (maintained and academy) are in place and were updated in late November 2020. The team continue to carry out work for academy and town/parish council clients this year, although have by necessity pulled back slightly from this work in order to focus on the significant works Covid has generated.

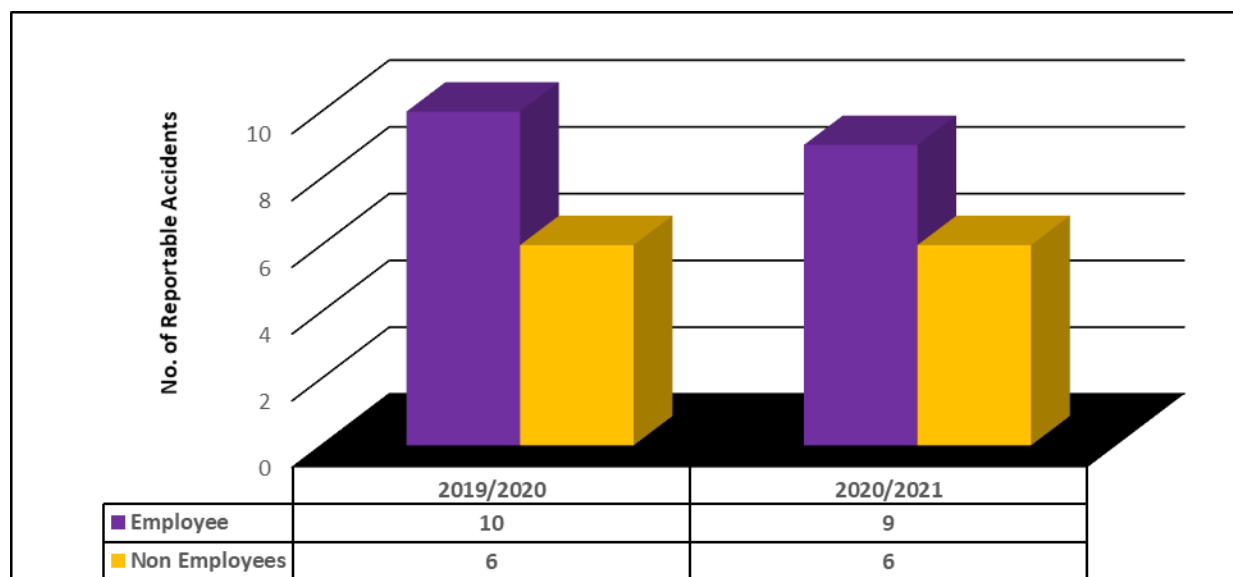
APPENDIX 2

Reactive Safety Performance

Accident and Violence Statistics

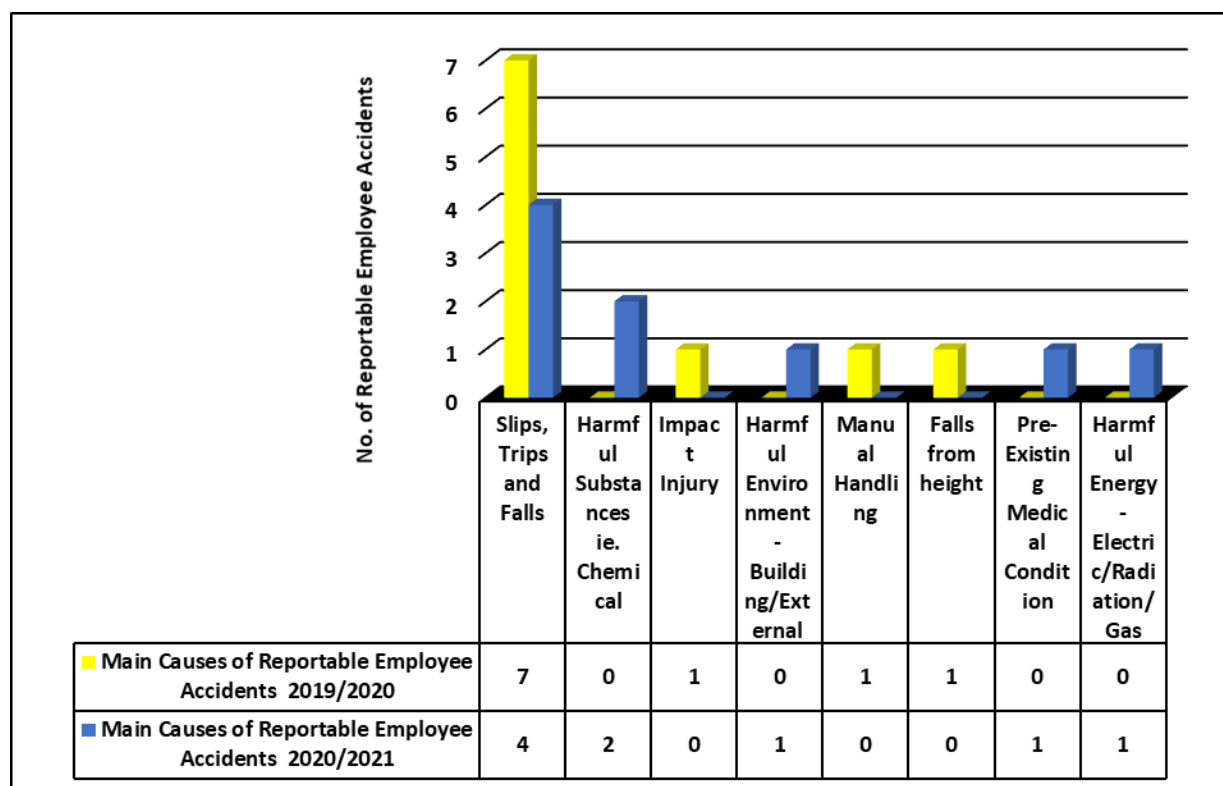
1. ERP (formerly known as Business World) our online Incident Form module replaced The Council's old Accident Reporting System (CARS) forms. This is used to enable a simple and consistent approach to reporting and recording of accidents within Shropshire Council and to increase the scope and use of statistical information.
2. All accident forms are sent online into the Health and Safety Team via ERP so that remedial action to prevent a reoccurrence can be monitored by a Health and Safety Officer and if necessary, advice and support can be given to implement further reasonable actions.
3. The Health and Safety Team acts as the Council's statutory reporter of accidents, which are required to be reported to the Health and Safety Executive. This ensures that accurate information is passed to the HSE in a timely manner and if further information is required the Health and Safety Team is the first point of contact.
4. The number of reportable incidents to the HSE for employees has slightly decreased compared to the data from 2019/2020 from 10 to 9. The number of incidents related to non-employees has remained at 6. See Chart below.

Number of Reportable Employee Accidents for 2019/2020 and 2020/2021



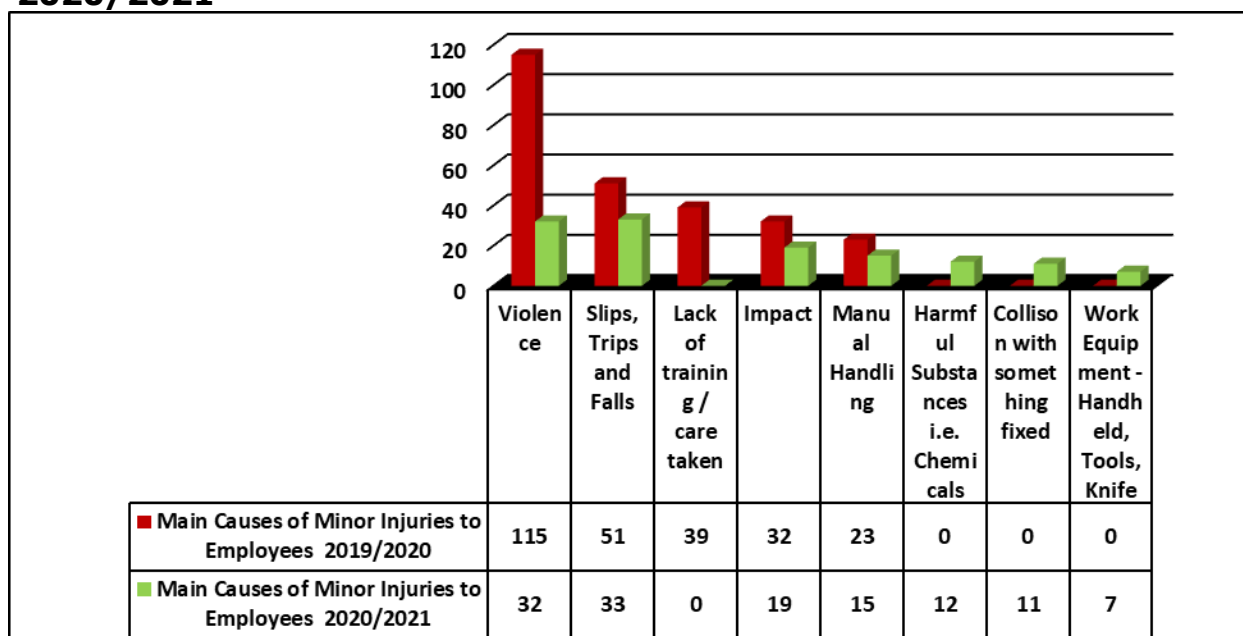
5. The main causes of the reportable employee accidents to the HSE are Slips/Trips/Falls 4 (44%), Harmful Substances i.e. Chemicals 2 (22%), Harmful Environment - Building/External 1 (11%), Pre-Existing Medical Condition 1 (11%), Harmful Energy - Electric/Radiation/Gas 1 (11%). See Chart below.

Main Causes of Reportable Employee Accidents for 2020/2021



6. This year, Shropshire Council had 431 accidents in total, comprising 15 RIDDORS (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), 274 minor accidents and 142 near-misses. The previous year's figure was 787.
7. There were 274 minor accidents reported in total (512 last year), 153 to employees (309 last year), 43 to service users (55 last year), 4 to visitors (17 last year), and 68 to pupils (113 last year). The remainder were low numbers, 6 in total, (18 last year) in the categories 'contractor', 'agency staff', 'trainees', 'volunteers', 'work experience' and Employed by External Client.
8. The main causes of the minor injuries to employees were Slips, Trips & Falls 33 (12%) this has decreased from last year (51 (17%)), 32 (12%) violent incidents 115 (37%). last year, 19 (7%) Impact (32 (10%) last year, 15 (5%) manual handling (23 (7%) last year), Harmful Substances i.e. Chemicals 12 (4%), Collision with something fixed 11 (4%), Work Equipment - Handheld, Tools, Knife 7 (3%). See Chart below.

Main Causes of Minor Injuries to Employees for 2019/2020 and 2020/2021



9. Of the 12% of violent incidents to employees, the majority of these incidents were related to the challenging behaviour of service users and pupils in adults with learning disabilities service areas or Special Schools that resulted in minor injuries being sustained, i.e. bruises, bites, scratches. These areas monitor behaviour very closely and have behavioural plans in place.
10. The remaining incidents related to the behaviour of pupils in mainstream schools and incidents reported by staff working operationally in areas such as Parking Warden Services, Housing Options, Benefits, and Customer Services.
11. Management of violence and aggression training is available at differing skill levels to deal with actual and potential violence and aggression. The majority of this training is job specific and tailored to manage the challenging behaviour of pupils and service users.
12. Personal safety training is also available to raise awareness of avoiding and managing violence. A course for frontline staff is available to identified staff.
13. Manual handling training is available to staff to highlight the importance of risk assessing hazardous manual handling activities and ensuring safe systems of work are in place.

The Health and Safety Team will continue to review each online accident form and ensure that remedial action is put into place to prevent a reoccurrence and undertake investigations as necessary.

APPENDIX 3

Health and Safety Investigations

- Covid-19. Employee tested positive for Covid-19. Care home were following all government guidance at the time of the positive result and there was no specific incident that indicated work related exposure. Guidance was updated 7 days after the result to advise enhanced use of PPE in situations.
- Fracture. A member of the public reported tripping outside a plot at a gypsy site injuring their ankle. The trip is said to have occurred on a small patch of road repair following underground investigative works to locate a leak. The area had been fenced but contractors had removed the barriers at the request of the resident due to difficulties with accessing areas of their pitch. The area was made good. It was difficult to establish the facts surrounding this reported fall. Another resident has reported a trip at the site in the same location, see next item.
- Fracture. A member of the public reported falling outside a plot at a gypsy site fracturing their hand. As above it was difficult to establish the facts surrounding this fall.
- Covid-19. The Injured person (IP) was undertaking a 48-hr client review. The client was known to be Covid positive. Risk assessments and training in place with regard to PPE. Full PPE worn (eye protection, fluid resistant surgical mask, apron and gloves) as per Government's Domiciliary Guide.
- Covid-19. When working in the kitchen. IP had been self- isolating from 10/11/20 until 24/11/20. However, became systematic and tested positive on 13/11/20. Fell very poorly on 18/11/20, an ambulance was called and was admitted to hospital on the same day, put on oxygen and also diagnosed with pneumonia.
- Electric shock. The IP went to turn the electric hot trolley on to warm up to hold food ahead of lunch service, they felt a shock go up their right arm and down their right leg to their feet. Shropshire Council's- Senior Electrical Surveyor completed a follow up investigation into the incident and dialogue is being had with the trolley manufacturer.

The Health and Safety Team were able to provide advice on additional control measures. Service Area teams have been very responsive to any recommendations put forward and have implemented remedial action.

APPENDIX 4

Health and Safety Executive's (HSE) Involvement and Enforcement Activities

Some schools had HSE contact for brief overviews of their Covid arrangements, predominantly telephone interventions. The Health and Safety Executive (HSE) spot checks and inspections carried out between September and December 2020 at primary and secondary schools in England and Wales confirmed that the majority had COVID-secure measures in place.

HSE inspectors identified some areas of concern common to a number of schools which included social distancing in staff rooms, kitchens and canteens, cleaning regimes and ventilation. The HSE did not highlight any significant concerns with any of the schools that they visited in Shropshire.

APPENDIX 5

Work-related Absences

1. The Management of Health and Safety at Work Regulations requires every employer to conduct risk assessments for health and safety hazards, including work-related stress. The HSE have developed Stress Management Standards to represent a set of conditions that reflect high levels of health, wellbeing and organisational performance. The Standards can be used to identify any gaps in performance and develop possible solutions.
2. Managers are encouraged to undertake a stress risk assessment when local stress issues are identified and then implement an action plan. A Stress Risk Assessment Toolkit, which is part of the Stress Management Policy, is available to managers to help them with the risk assessment process. The toolkit incorporates the HSE's Stress Management Standards. Coaching and support on the toolkit is available through Employee Relations Teams, Occupational Health Team and the Health and Safety Team.
3. Stress Risk Assessment training can be provided to managers by Health and Safety and Occupational Health. These sessions also illustrate and define the roles of Health and Safety and Occupational Health in the management of stress.
4. Resilience training is available through the Core Skills Framework. These courses are aimed at managers and employees to look at how to recognise signs of stress and to instigate strategies for dealing with and managing stress.
5. A Counselling Service, Network of Staff Supporters (NOSS), is available to offer confidential support to employees who feel that they would like to discuss personal and work-related concerns. Mental Health First Aiders trained in 2019 and are still operational across the council and the current list of previously trained employees has been added to the Intranet pages. The council also offered a pilot access to CARI, a confidential online wellbeing solution as support to staff who may be struggling to cope. The offer included an assessment and access to free webinars and support for wellbeing
6. The percentage of stress related absences has risen by 4% from 26% to 30%. See Appendix Three, Chart 4. The number of employees taking a period of absence due to Stress (which includes anxiety, depression and mental health) was 319 employees this year (14.1% of all employees who took a period of sickness absence) compared to 371 employees for the same period last year (11.9% of all employees who took a period of sickness absence). Targeted work continues between Human Resources Advice and Project Team, the

Occupational Health Team, the Health and Safety Team and the NOSS Counselling Service to try to reduce stress related absences through the use of the Stress Risk Assessments, action plans and training for managers. All support mechanisms are based on identifying work related and personal stress at an early stage and taking early intervention through referral to the Occupational Health Team, access to a Counselling Service and instigating an action plan

7. The percentage of absences relating to musculoskeletal disorders has fallen by 4.2% compared to last year's figure from 21% to 16.8%. See Appendix Three, Chart 5. For Musculoskeletal 338 employees (which equates 14.9% of all employees who took a period of absence between 01/04/019 to 31/03/2020) compared to 471 (15.2% of all employees who took a period of absence last year). A scheme of early referral to a Physiotherapy Service through the Occupational Health Team continues to try and support employees with musculoskeletal disorders. Over the year 6 staff were referred for Physiotherapy. Manual Handling training continues to be offered and manual handling accidents related to work activities are investigated and monitored to make sure that remedial action is put into place.
8. Overall actual lost days are lower than previous years but there were a number of staff on furlough during this time as well as staff working from home and schools being closed due to the pandemic.

APPENDIX 6

Proactive Safety Monitoring

Health and Safety Team – Advice and Guidance

1. A Duty Safety Officer System is used within the Health and Safety Team to allow employees and managers across the Council to access telephone advice from a Safety Officer. The response time is based on the level of risk. The team took approximately 1,000 telephone calls, where a response was required. The most frequent queries were related to giving Safety Advice, Health & Safety Training and accidents. The Duty Safety Officer provides immediate advice and support and follows up with a site visit if necessary.
2. The Health and Safety Team continue to review the Corporate Health and Safety Policy and arrangements and update when necessary. Many of the health and safety arrangements were reviewed and updated this year.
3. The Health and Safety Team continue to work closely with service areas to provide advice, bespoke training and monitor activities to ensure that risks are being managed sensibly and proportionately.
4. The Crime Prevention (CP) function is part of the Health and Safety team and covers all aspects of Shropshire Council premises, property and staff. Crime Prevention contributes to the Authority's participation in the Crime and Disorder Act 1998, Section 17. The work of CP includes advising on pro-active security, crime prevention and increasingly, personal safety. In addition, the function has a re-active role addressing problems/issues i.e. anti-social behaviour, theft, burglary and staff safety. The work is across all sectors of the Council. Crime Prevention promotes and assists Shropshire schools with the 'Safer School' scheme and this includes academy schools and more recently, independent schools. Over 140 Schools have been accredited a 'Safer School' and more are working to the accreditation. Virtually all Shropshire Primary schools and the majority of Senior schools continue their Safer Schools involvement. Following a successful Safer School accreditation, the school is reviewed every 2 years. Many schools have been involved in the scheme for 15 years or more. In partnership, West Mercia Police provide excellent support and appreciate the commitment of both the Council and schools. The Crime Prevention function has a strong link with the Shropshire Officers of West Mercia Police, permitting good partnership working whenever circumstances dictate. Covid and lock-down brought a temporary halt to Safer Schools but since the full return of schools in March 2021, there's been a strong uptake in schools continuing Safer Schools – Shropshire LA, academies and independent.

'Secured by Design' is the national Police policy for the security of the built environment. Crime Prevention works with Council Assets, Property and premises to ensure new buildings and work to existing buildings is in accordance with 'Secured by Design'.

From a corporate perspective, CP supports the health and safety team with policies, arrangements and also advises/contributes with the Council security guarding/intruder alarm contracts. The CP role continues to have a strong role in issues relating to buildings or staff safety at Council properties.

APPENDIX 7

Health and Safety Audits

1. Despite Covid, the team continued business as usual activities but trying where possible to carry these out via Microsoft Teams. As part of the preparation for reopening of services/premises, some site visits were undertaken by officers to review Covid arrangements and support premise managers with completion of risk assessments and procedures ahead of opening.

Although heavily impacted by Covid, some auditing/inspections took place, both face to face and via Teams. The Health and Safety Team were heavily involved in reviewing both school and non-school Covid risk assessments carried out in June 2020 and additionally, to support the wider opening of schools in September 2020, a 20% cross section of maintained schools had their updated risk assessments reviewed. Some Health and Safety remote audits were also completed for Academy Schools and external contracts with SLA's, bringing in additional income.

2. Audits and inspections were based on a prioritisation of risk, i.e. a response to incidents and specific request from senior managers to review the premise health and safety arrangements.

Reports on the findings of Health and Safety Audits and Inspections were sent to key people with health and safety responsibilities in service areas and key concerns were discussed and noted at the Corporate Health, Safety and Welfare Group. The Premise Manager instigate an action plan to meet any recommendations made.

APPENDIX 8

Health and Safety Monitoring

Schools

1. When COVID-19 spread across the UK in March 2020, it forced the country to go into lockdown and meant Shropshire Council (along with many other organisations) had to adopt new and innovative ways of working to support our services and ensure they continued to be compliant

It was difficult to determine the effectiveness of the control measures in place relating to COVID-19, as the virus was not restricted to the workplace. However, the Health and Safety Team were able to sample risk assessments to ensure they met legal requirements as well as the HSE guidance i.e. '5-Steps to Risk Assessment'.

The initial COVID-19 risk assessments which were carried out by schools in June 2020 were reviewed by the Health and Safety Team. Feedback was given to 88 individual schools. The risk assessment template was subsequently updated to reflect changes in government guidance and to support the wider opening of schools in September 2020.

Regular updates and changes to government guidance continued to be released, so the Health and Safety Team carried out a safety sampling exercise to ensure that schools had reviewed their risk assessments and implemented control measures to reflect the updates and reduce the risk of transmission of the virus.

Safety sampling is a well-established method, which helped The Team to determine if risks were being managed in the schools. A 20% cross section of maintained schools (18 schools in total) were selected, and their updated risk assessments reviewed. Again, feedback was given to schools including support and guidance on areas identified that needed further work. By carrying out safety sampling on a percentage of schools, this allowed capacity within the Health and Safety Team to continue with giving help, advice and training etc. to all service areas.

The Health and Safety Executive (HSE) carried out inspections at several Shropshire schools and all received positive feedback regarding compliance and the safety measures they had implemented which confirmed that the Health and Safety Team's risk assessment template was compliant.

Information and Guidance to Schools

The Health and Safety Team monitored Government Guidance daily and distributed weekly updates of changes via Learning and Skills. These updates were supported by further guidance and literature produced by the Team.

The Team worked collaboratively with Public Health to answer daily queries which were channelled through the Duty Officer. They also worked closely with Senior Officers in Children's Services and liaised regularly with Trade Unions to discuss, advise and support with employee matters.

School Construction Projects

2. As in previous years, a number of visits were undertaken by the Health & Safety Team (11 site visits) to assist Property Services Group (PSG) with the monitoring of their construction projects. In addition, all PSG surveyors undertake monitoring of contractors/contracts.

Findings can be summarised as follows:

- Hot works – Limited evidence of use of formal permits. In liaison with Insurance, the hot work policy for contractors operating on council sites has now been reviewed. Council permits required to be issued to contractors undertaking hot work.
- Asbestos - Refurbishment surveys appear to have been undertaken where required. Contractors on site are not consistently seeing and signing the onsite Asbestos Management Surveys.
- Work at height - Generally appropriate, although there was an issue identified where contractors were working near to an exposed edge.
- Site Security - Reminders often needed around closure of gates and building access. Heras generally provided to scaffold access.
- Documentation - Generally available on site. Reminder to be aware of generic nature of documents (e.g. references to different buildings, sites and activities being undertaken)
- PPE - Generally appropriate, although not always as stated in documentation.
- The Health & Safety Team and PSG continue to meet at regular intervals.

3. Self-Monitoring Checklists are available to premises to self-assess their level of compliance with the Councils Health and Safety Policy and guidance.
4. Schools in particular are very committed to undertaking the local assessments usually with active input from Governors. Other Service Areas do undertake the Self-Monitoring, but completion has been sporadic and this is attributed to the restructuring of services and will be addressed by the Health and Safety Team.
5. The Health and Safety Team will continue to use the scoring from the self-monitoring documentation to select and undertake health and safety audits through the year of premises and teams based on the outputs from the self-monitoring process. This will target areas where support is required to improve health and safety performance.

Service Level Agreements

6. The Health & Safety Team have developed contracts with associated Service Level Agreements (SLA's) in place with a number of Academy Schools and also externally with a range of companies. These have proved beneficial to both the team and the organisations involved.

APPENDIX 9

Fire Safety

1. The Regulatory Reform (Fire Safety) Order 2005 places responsibility for fire safety at any particular premises on the "responsible person" i.e. the employer and/or the person who has control of the premises. Under this legislation, the "responsible person must ensure a fire risk assessment is carried out to determine whether the premises are safe to use and ensure that all necessary fire precautions are properly implemented.

Support, advice and training is made available to premises managers in all council buildings regarding fire safety and particularly the technical aspects of fire risk assessments. Throughout the year, compliance monitoring is undertaken with respect to all premises, which are owned, occupied or used by the council – including schools – to ensure that our statutory duties under the Fire Safety Order are being properly carried out.

Regular and close liaison with Shropshire Fire and Rescue Service (SFRS) continues and has proven to be an effective way of dealing with issues, which arise from their audits of council premises. Shropshire Council now has a Statutory Compliance officer – Fire Safety, who is the key point of contact with Shropshire Fire & Rescue Service. This has helped to ensure that to date; no school or council premise enforcement notices or prohibition notices have been served. Two improvement notices were issued last year for works relating to Shirehall and Raven Meadows Multi-Storey Car Park. The Raven Meadow Car Park has now been deemed "broadly compliant" by Shropshire Fire & Rescue Service, Fire safety improvement work continues at Shirehall.

SFRS have also completed a number of school audits and again no enforcement notices or prohibition notices were served.

APPENDIX 10

Health and Safety Training

1. A full range of health and safety courses have continued to be provided during the ongoing Covid-19 pandemic. With face-to-face courses being delivered with regards to social distancing, Government guidance, and specific premises procedures. These necessary precautions have resulted in some instances, with courses being delivered, but with smaller numbers of delegates per session.

Over the year, 51 courses were delivered to 359 delegates.

Courses have been reviewed to reflect the nature of risk within the Authority and external clients. These have included:

Asbestos for Building Staff – building upon the standard Asbestos awareness Course, but specifically addresses the training need to building staff undertaking the 1month/ bi-monthly visual inspections as required under the Shropshire Council Health and Safety, Policies and Guidance, ‘Asbestos management premises plan’

Legionella: training has been revised and delivered to both internal and external clients.

Courses are also been written for the Leap into Learning Platform. These have included: risks associated with needlestick injuries and fire related-hot-working. These are at the time of writing are at the final stages of development.

Microsoft Teams (MST) is being trialled to determine the strengths and weaknesses of the platform for the delivery of health and safety courses. Some aspects which have arisen are: staff not having to travel to a venue; a reduction in room space required at Shirehall; a lack of interaction with delegates and not all staff having access to the hardware and software in order to participate in the presentations.

A summary of the number of courses and number of Shropshire Council and external employees which attended is shown in the table below.

Course	Corporate Training Programme		On-site based training (internal clients – including delivery by MS Teams)		On-site based training (external clients)		Overall Total	
	No. of courses	No. attending	No. of courses	No. attending	No. of courses	No. attending	No. of courses	No. attending
Health and Safety Awareness	1	4	4	20	2	17	7	41
Evac Chair Training	0	0	0	0	0	0	0	0
CDM 2015	0	0	0	0	0	0	0	0
IOSH Managing Safely	0	0	1	5 (including one external delegate)	0	0	1	5
H&S for Directors & Managers	0	0	0	0	0	0	0	0
H&S - Premise Managers	0	0	0	0	0	0	0	0
Asbestos Awareness	2	11	2	3	2	11	6	25
Asbestos Awareness – Premises inspections	0	0	2	5	0	0	2	5
Risk Assessment	0	0	0	0	2	17	2	17
Fire includes: Fire Safety Awareness, Fire Warden and Fire Extinguisher	2	12	17	174	2	12	21	198
Lone Working	1	1	4	37	0	0	5	38
COSHH + PPE	0	0	3	20	0	0	0	0
Ladder Safety	1	1	2	3	0	0	3	4
Legionella Awareness	0	0	0	0	1	7	1	7
Manual handling	0	0	1	2	2	17	3	19
TOTALS	7	29	36	269	11	81	51	359

There was one Institution of Occupational Health (IOSH) Managing Safely Courses, attended by 5 delegates. The course is accredited by the Institution of Occupational Safety and Health (IOSH) and is aimed at delegates who have a responsibility for health and safety in their day-to-day duties.

Health and Safety Workshops / Training

2. All planned Health and Safety Workshops for 2020 / 2021 were postponed due to The Health and Safety Team being required to be part of the COVID-19 emergency response. The workshops have now recommenced.

First aid training

3. First Aid courses continued to run, with standard courses and refreshers delivered as well as bespoke sessions to train social care teams and to ensure First Aid cover was in place at Lateral Flow Testing sites across the county. Course delivery was amended in line with guidance from UK Resuscitation Council with revised protocols to counter Covid risk, particularly around eliminating contact with expired air.

There were 35 First Aid training courses delivered, attended by 187 delegates as follows:

	Number of courses	Number of delegates
First Aid at Work	6	16
RE-Qualification course	9	47
Emergency First Aid at Work	11	70
Paediatrics First Aid	7	43
Emergency First Aid at Work/Paediatric First Aid	2	11
Annual Update	0	0
TOTAL	35	187

Defibrillator Training courses

4. The course for the use of a public access defibrillator, a three-hour course for trained and non-trained people, was available but up take

was very low this year and some delegates cancelled because of the Covid pandemic.

The Health & Safety Team provide a training matrix available on both the Health and Safety Intranet and Shropshire Learning Gateway. This is designed as an on-line tool to help managers find out what is considered as essential Health & Safety training for each member of staff in their team.

The matrix identifies Health & Safety training courses required for a general or job specific role within Shropshire Council.

5. The Health & Safety Team facilitate a small range of health and safety courses through e-learning modules on two parallel 'platforms'. This style of learning supports our employees by allowing them to undertake training at a time and pace that is convenient to their work patterns.
6. The fully interactive e-learning courses are:
 - Fire Safety Plus
 - Safety for Line Managers
 - Manual Handling Plus
 - Manual Handling for the Office
 - Effective Risk Assessment
7. These e-learning training courses are set-up after a request from the delegate and completed in their own time; the course will remain 'live' until completed or deleted by the administrator.

Leap into Learning Health & Safety e-learning modules have been available since early 2017 when the Learning Pool platform was launched. There has been a significant rise in uptake as more modules have been added. Last year 3700 modules were completed over the 12-months from April, whereas 3946 were completed this year. Analysis of the evaluation feedback will be compiled and considered by the Learning & Development Group and more courses will be added to the system.

Online Workstation Assessment Tool

8. The software system for undertaking online intranet-based risk assessment and training continues to be used. The software allows cost effective and accessible training to be available. This negates the

necessity for employees to leave their workstation to undergo training and to complete a workstation risk assessment.

9. The online contract was provided with some onsite technical support to launch a new version of the system ("Help with Temporary Homeworking and Healthy Working"). With Covid lockdowns introduced by the Government, many staff worked from home, so this tool provided staff with an awareness of homeworking and the opportunity to take immediate action to address issues where possible. The Health & Safety Team are part of the Agile Working Focus Group and 'Support for Homeworking Group' and were involved with this and helped as a test group for the modules.

Additionally, in October 2020 STaR Housing helped to trial the Help with Temporary Homeworking module, the new workstation assessment tool comprising training and a risk assessment. Positive feedback was received and subsequently in January/February 2021 all Service Area computer users were sent an invitation to complete the module. As of March 2021, of 2660 active users on the system 52% had completed the training element and 47% complete the risk assessment element. The team are working on strategies to encourage staff to achieve a greater compliance. Some technical issues and also the system not being able to recognise staff who were unable to work from home contributed to a lower completion rate.

APPENDIX 11

Health, Safety and Welfare Group

1. The Group met twice with both meetings being virtual meetings due to Covid to consult with Trade Union colleagues and Service Area representatives on health and safety matters. The group receives progress updates from the Health & Safety representatives and a report from the Health and Safety Manager on health and safety performance, accidents, briefings on new legislation and progress with agreed targets. The meetings are well attended with focus given to strategic health, welfare and safety matters and proactive work, which improves knowledge and performance.

APPENDIX 12

Occupational Health - Workplace Wellbeing

1. Mental Health First Aiders trained in 2019 and are operational across the council and the current list of previously trained employees has been added to the Intranet pages

A new Wellbeing Officer was appointed to the team in January 2020, working with colleagues in Occupational Health, Health and Safety, HR, and Organisational Development on various projects to achieve outcomes that result in (a) employees feeling healthier (b) in reducing health inequalities and (c) in promoting active and positive lifestyle in terms of mental health and physical health. The team continues with the 'Be Mindful', 'Be Informed' and 'Be Active' work."

To improve workplace wellbeing and ensure that employees take responsibility for their own health and wellbeing, the Occupational Health Team in conjunction with support from a Workforce and Transformation Officer, arranged various wellbeing events.

Due to the Covid Pandemic wellbeing events had to be cancelled during 2020/2021.

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