



<u>Committee</u>	<u>Item</u>
W&T SMT – 22 September 2020 Directors – 30 September 2020 Portfolio Holder briefing – TBC Health, Safety & Welfare Group - 20 October 2020 Cabinet – 2 November 2020	TBC

ANNUAL REPORT ON HEALTH AND SAFETY PERFORMANCE FOR 2019/2020

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1. Summary

This report reviews the health and safety performance for 2019/2020 of Shropshire Council, and identifies key priorities for 2020/2021.

The end of the year was dominated by flooding and the Covid 19 pandemic.

- **Floods**

The Health & Safety Team were involved with various aspects of the February floods, including advice and support to rest centre set-up, PPE advice and provision of a boot wash station for the duration, and some training delivery for volunteers.

- **Covid 19**

The team were involved with the council's steering group around strategy towards this virus and attended Business Continuity Groups around the issue. Guidance on infection control has been updated, and the team are supporting the procurement processes for PPE and sanitizer products. Training is available to support staff being reallocated to different roles as the situation develops. First Aid guidance has also been updated and preparation and support on premise risk assessments has been provided. Once lockdown in mid-March was introduced by the Government, many of the team worked from home.

2. Recommendations

A. The contents of the report are accepted; particularly noting:

- Good progress has been made during 2019/2020 on managing health and safety across the Council.
- Reportable employee accidents to the Health & Safety Executive (HSE) have increased and minor accidents have decreased compared to last year's figures.
- Service Areas and the Health & Safety Team work well together.
- The Council continues to maintain a good relationship with the HSE.

B. The Key Actions for 2020/2021 are agreed

The key actions for Shropshire Council are:

- The Health and Safety Team to work with Service Areas to produce and implement Health & Safety management systems including policies, procedures and arrangements

- Continual development of external contracts with associated Service Level Agreements (SLA) in place.
- To fulfil contractual monitoring and support to Academies and customers under Service Level Agreements
- To engage with Service Areas to ensure that health and safety compliance is in place and to review Self-Monitoring Checklist to ensure roll out to Premise and Team Managers.
- Raise awareness of workstation assessments in particular agile working brought about by Covid and which will form part of the Council's working practices going forward.
- To continue to implement the Wellbeing Plan and facilitate the three themes of Be Active, Be Mindful and Be Informed by continuing staff wellbeing events throughout the year.
- Support 'Leap into Learning' development for e-learning health and safety awareness courses across service areas.

REPORT

3. Risk Assessment & Opportunities Appraisal

The structure of the report is in line with best current practice for reporting on health and safety performance. The contents of the report highlights that the Council is managing risks and identifying improvements in an acceptable and proportionate manner.

Progress with Action Plan for 2019/2020

1. Positive progress has been made with the completion of the actions for Shropshire Council arising from the Action Plan for 2019/2020. Some of the key actions where progress has been made are:
 - 33 Audits were completed to implement recommendations following monitoring visits, i.e. audits, inspections, safety tours across the council.
 - To implement new and revised Health & Safety guidance and arrangements into Service Areas to ensure it is communicated to all employees. See item 28.
 - To engage and retain services across the Council and externally with associated Service Level Agreements in place

See Appendix One on page 12 for detailed information on progress with the 2019/2020 plan.

Health and Safety Performance Information

2. Detailed below is performance information regarding reactive monitoring, where incidents have occurred and proactive monitoring to show what is being done to ensure that the Council has robust systems in place to prevent injury and ill-health. Council officers continue to work closely and regularly with the HSE in respect of reactive and proactive work.
3. The Health and Safety Executive encourage employers to include reporting on health and safety performance in their annual reports as part of the drive to manage and reduce work-related injury and ill-health.

Reactive Safety Performance

Accident and Violence Statistics

4. Business World was launched in April 2019 with the online Incident Form module replacing The Council's 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.

5. All accident forms are sent online into the Health and Safety Team via Business World 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.
6. 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 and if further information is required the Health and Safety Team is the first point of contact.
7. The number of reportable incidents to the HSE for employees has increased compared to the data from 2018/2019 from 7 to 10. The number of incidents related to non-employees has decreased from 7 to 6 incidents. See Appendix Two, Chart 1.
8. The main causes of the reportable employee accidents to the HSE are Slips/Trips/Falls 7 (70%), Impact Injury 1 (10%), Manual Handling related accidents 1 (10%), Fall from height 1 (10%). See Appendix Two, Chart 2.
9. This year, Shropshire Council had 787 accidents in total, comprising 16 RIDDORS (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), 512 minor accidents and 259 near-misses. The previous year's figure was 753.
10. There were 512 minor accidents reported in total (564 last year), 309 to employees (339 last year), 55 to service users (58 last year), 17 to visitors (18 last year), and 113 to pupils (138 last year). The remainder were low numbers (18) in the categories 'contractor', 'agency staff', 'trainees', 'volunteers', 'work experience' and Employed by External Client.
11. The main causes of the minor injuries to employees were violent incidents 115 (37%) This has decreased from last year (138 / 41%). 51 (17%) Slips, Trips & Falls (53 / 16% last year) and 14 (5%) relating to human error e.g. bumped head on unit, hit thumb using hammer (39 / 12%-last year) manual handling 23 (7%) and Impact 32 (10%). See Appendix Two, Chart 3.
12. Of the 37% 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.
13. 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.
14. 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.
15. Personal safety training is also available to raise awareness of avoiding and managing violence. A course for frontline staff is available to identified staff.
16. 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.
17. 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.

Health and Safety Investigations

18. The Health and Safety Team continue to investigate and follow up accidents. The majority of these investigations were related to accidents, which were reportable under legislative requirements and were either a full investigation with recommendations or a follow up after an accident to ensure that corrective action had been put into place. The nature of the investigations included:

- Employee reportedly slipped on a small amount of stones in a tarmac main car park. The incident was not reported at the time. Fracture diagnosed later. The incident area was checked with the employee and no stones were observed.
- Employee was walking down the stairs whilst on duty at a children's residential home. They lost their balance and fell down the full flight of stairs from top to bottom, fracturing their foot. At the time employee was wearing trainers, not carrying anything and lost their footing. The risk assessment was reviewed and an inspection of the area carried out by the home.
- Employee was unloading a theatre set from a lorry - a piece of metalwork shifted, as another piece was moved, falling and hitting their leg. Packing Plan for the trailer reviewed. Cut sustained requiring stitches resulting in an absence of more than 7 days.
- There were a number of slips, trips and fall incidents in premises that the team looked at.

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.

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

19. During 2019/2020, the Health & Safety Team had no HSE involvement or enforcement activities.

Work-related Absences

20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. The percentage of stress related absences has fallen by 2% from 26% to 24%. 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 371 employees this year (11.9% of all employees who took a period of sickness absence) compared to 396 employees for the same period last year (10.9% 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

26. The percentage of absences relating to musculoskeletal disorders has fallen by 1% compared to last year's figure from 21% to 20%. See Appendix Three, Chart 5. For Musculoskeletal disorders 471 employees (which equates 15.2% of all employees who took a period of absence) compared to 646 (17.8% 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 11 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.

Proactive Safety Monitoring

Health and Safety Team - Advice and Guidance

27. 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.
28. 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.
29. 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.
30. 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.

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.

Health and Safety Audits

31. The Health and Safety Team continue to undertake Health and Safety Audits in a variety of premises to offer advice through inspections, establishment/team visits, etc. During 2019/20, 33 audits were undertaken across the Council.

Health and Safety audits were also completed for Academy Schools and external contracts with SLA's, bringing in additional income. Additionally, a number of audits were completed including 'safety tour' audits comprising informal audits and inductions to support new Headteachers, Manual Handling of People audits within Residential and Day Services and Stress audits were undertaken across a range of service areas.

32. These 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.
33. 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.

Health and Safety Monitoring (Self Audits)

34. As in previous years, a number of visits were undertaken by the Health & Safety Team to assist Property Services Group (PSG) with the monitoring of their construction projects. In addition, all PSG surveyors were encouraged to document their observations relating to site conditions using a standard template and forwarding this to the Health & Safety team for comment

- The Health & Safety Team worked with Property Services surveyors to visit and monitor six identified higher risk construction jobs at schools over the summer holiday period. Officers liaised with construction companies and provided feedback to them and PSG. Issues can be summarised as follows:
 - Hot Works were managed reasonably, with appropriate Permit to Work systems in place.
 - Asbestos refurbishment surveys undertaken where required. Contractors are not consistently seeing and signing the onsite Asbestos Management Surveys.
 - Working at height control measures were generally appropriate, although work around skylights was highlighted for improvements on some sites.
 - Site access and control of access to scaffolding was generally good, although some reminders were issues around closing gates.
 - Documentation on-site was generally thorough.
 - PPE use was generally good, although not always in line with what the risk assessments and method statements stipulated.
 - One issue highlighted with the use of sub-contractors, who needed additional management and supervision by the main contractor as a result.

The Health & Safety Team and PSG meet at regular intervals to continually develop understanding and awareness around health and safety.

35. Self-Monitoring Checklists are available to premises to self assess their level of compliance with the Councils Health and Safety Policy and guidance.
36. 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.
37. 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

38. 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.

Fire Safety

39. 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 for works relating to Shirehall and Raven Meadows Multi-Storey Car Park and Improvement works are underway at these locations and SFRS are monitoring progress, however works have been delayed due to the Covid-19 lockdown. Issues at other premises where SFRS expressed concern have been resolved.

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

Health and Safety Training

40. Health and Safety Training is offered to Council's employees to ensure that they continue to attain knowledge, understanding and develop skills to enable them to plan, manage, supervise or undertake their work activities safely. Much is done face-to-face in a tutorial style, however, many of the regular subjects are now available on the online platform 'Leap into Learning' and directly accessible to all employees via the Shropshire Council intranet home page.

Over the year, 86 courses were delivered to 917 delegates.

A wide variety of topics are still being delivered, e.g. Asbestos Awareness, Lone Working and Personal Safety, Moving and Handling of Loads, Ladder Safety, Fire Safety, Fire Warden, Control of Substances Hazardous to Health, Health and Safety Awareness, Risk Assessment, Evac+Chair. A few refresher courses were also arranged and delivered for some of these subjects.

The asbestos courses have been revised to better reflect Health and Safety Executive guidance (HSE) with regards to staff who may be involved with the possibility or actual presence of asbestos e.g. Building Managers but are not looking to disturb it.

The fire training course has also been revised, into one course as the existing range of 5 courses was causing confusion amongst staff/ supervisors as to which course staff attend. The course now comprises three main elements: Fire safety awareness; role of a fire warden and fire extinguishers – theory and practical use.

Work is currently being undertaken to integrate the electronic learning format into a structure approach with the Corporate Training Programme (CTP). The thinking being is that in some areas the CTP may be better served, providing a comprehensive introduction to a subject area, with electronic learning providing a 'refresher' for a period of time before re-attending the more comprehensive CTP course. It may be that there is a mix with basic fundamentals covered at an electronic learning level and more complex points build upon this at a tutor level presentation. This could well benefit where delegate experience sharing is an important part of the learning and the tutor level presentation facilitates the reinforcing of key points at an experiential level.

In light of the recent Covid 19 situation and Authority response this is likely to reflect on the way that the CTP is being delivered with an emphasis on interactive internet-based tuition e.g. Microsoft Teams, where appropriate, as opposed to a total reliance of the current system of room lead presentations.

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

Corporate Health & Safety Courses	No. of Courses	Attendees	Onsite External Courses	No of Courses	No of Attendees
April 2019 - 31 March 2020					
Health & Safety Awareness	3	22		7	61
Evac Chair Training	0	0		5	16
Health & Safety Awareness – Refresher	0	0		0	0
CDM 2015	0	0		0	0
IOSH Managing Safely	2	5		0	0
Health & Safety for Directors & Managers	1	0		0	0
Health & Safety - Premise Managers	1	2		0	0
Asbestos Awareness	4	35		2	10
Asbestos Refresher	3	26		0	0
Risk Assessment	2	7		0	0
Resilience	0	0		0	0
Fire Safety	0	0		5	125
Fire Safety - Refresher	0	0		0	0
Fire Extinguisher	7	71		24	324
Fire Warden	0	0		0	0
Fire Warden - Refresher	0	0		0	0
Lone Working	2	24		0	0
COSHH + PPE	3	23		0	0
Ladder Safety	4	46		1	8
Legionella Awareness	0	0		0	0
Moving & Handling of Loads	3	18		7	94
Moving & Handling of Loads Refresher	0	0		0	0
			Total	86	917

There were two 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.

41. Four workshops specifically developed for Head Teachers, Business Managers and School Governors were organised for the financial year 2019\2020 and advertised in the Schools Bulletin but one had to be cancelled in November due to only one person booked on. The one organised for this year in March could not go ahead because of COVID-19. The June and September Workshops took place and were well attended. 27 candidates in June and 13 candidates in September. The workshops covered a range of topics including. legal updates, fire safety/risk assessment, incident investigations, health and safety training, etc. plus any questions the candidates want to ask?

First aid training - There were 57 First Aid training courses delivered, attended by 444 delegates as follows:

	Number of courses	Number of delegates
First Aid at Work	11	61
RE-Qualification course	9	59
Emergency First Aid at Work	15	150
Paediatrics First Aid	9	52
Emergency First Aid at Work/Paediatric First Aid	8	68
Annual Update	0	0
Public Access Defibrillator	3	9
School awareness first aid	2	45
TOTAL	57	444

A new in-house training course became available from Shropshire Council in April 2018. This was a three-hour course for trained and non-trained people who wish to become confident in the use of a public access defibrillator.

42. 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.

43. 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.
44. The online platform will continue for the time being so as to maintain continuity of training content, 1000 licences are hosted on an online server.

45. 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

46. 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 1000 modules were completed over the 12-months from April, whereas 3700 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

47. The software system for undertaking 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. The council is in the last year of their intranet company-based contract and has now moved from a self-hosted option to being hosted by the company themselves. This means less IT support is needed in-house and the reliability of the system is better.

48. During 2019/2020 users complete a risk assessment, producing a high, medium or low risk result. They are then presented with an action report detailing the measures required to rectify issues raised and reduce risks.

Health, Safety and Welfare Group

49. The Group met three times with two being virtual meetings to consult with Trade Union colleagues on health and safety matters. It 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.

Occupational Health - Workplace Wellbeing

50. The team took a more strategic approach concentrating resources on three key areas (be active, be mindful and be informed) and rebranding the Feel-Good Team utilising these key aspects.

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.

Events continued to be scheduled as part of the Wellbeing strategy, the "Put A Spring in Your Step Feel Good challenge ended on 5th April. 93 people signed up to the challenge with an overall total of 19,420,322 recorded steps over the five weeks. During Mental Health Awareness Week, 13th – 17th May, we launched the Mental Health and Well-being Policy and our updated Feel Good pages on the Intranet. We are continuing to facilitate Yoga sessions at

Shirehall and have offered 5 free Mindfulness sessions with a view to facilitate these in the future.

In September, we recruited and undertook a selection process to fill a training course for 20 Mental Health First Aiders. This was successful and the first aiders are and are now operational across the council.

In October, a Wellbeing Event was held at Shirehall with a number of activities such as physio support, health MOTs, alternative therapies being offered as well as health and employee benefit stalls being present. During this event, an initiative was also rolled out called #mugged which gave out mugs which contained goodies. Employees who received them were asked to enjoy, refill with similar goodies and pass on to other employees who they think are doing a good job.

The Absence Management Group and Feelgood Group amalgamated to combine resources and to work on a Wellbeing Strategy and activity plan for 2020. They are known as the Wellbeing Group

Progress on Action Plan for 2019/2020

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 2019/2020 annual report. 2018/19 report completed and agreed at Directors meeting on 16 th September 2019. Portfolio Holder briefed. Presented to Cabinet on 16 th October 2019. All signed off.
Audits – Scheduled and targeted audits across the council in line with Audit Programme Document.		33 Audits were completed to implement recommendations following monitoring visits, i.e. audits, inspections, safety tours across the council.
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 sometimes 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.		SLA's reviewed; contracts updated to reflect GDPR implementation. Many clients renewed for the coming year, and new business secured in various areas, another local Town Council now on-board on a 3-year contract, Crime Prevention services and Safer Schools has been rolled out across some additional schools in a school Trust and at a private school in the county, we have completed some stress auditing for a further education college, and provided some risk assessments for a local charity, who have requested additional auditing also.
Develop Leap into Learning E-modules: <ul style="list-style-type: none"> • Transfer Health & Safety Modules to platform • Include Wellbeing information • Include booking option for Wellbeing event • First Aid annual refresher (non-certificated) added. 		<ul style="list-style-type: none"> • Work to support Health & Safety Induction section of Induction training completed. • Wellbeing sessions able to be booked via Leap • The annual refresher added to the e-learning

Accident Charts for Shropshire Council

Chart 1: Number of Reportable Employee Accidents for 2018/2019 and 2019/2020

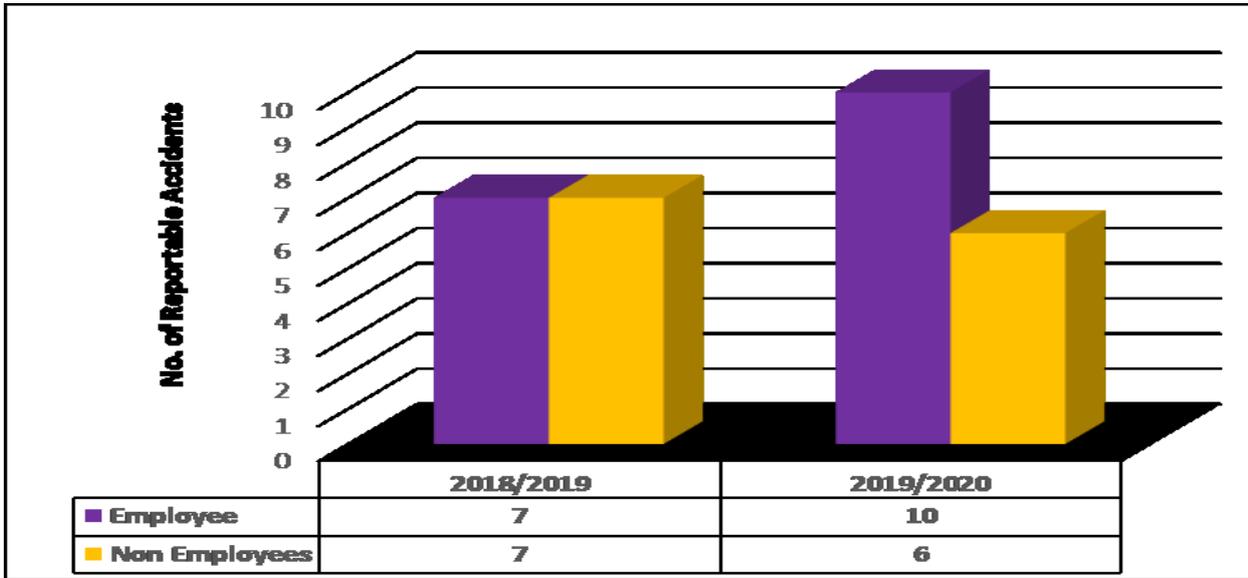


Chart 2: Main Causes of Reportable Employee Accidents for 2019/2020

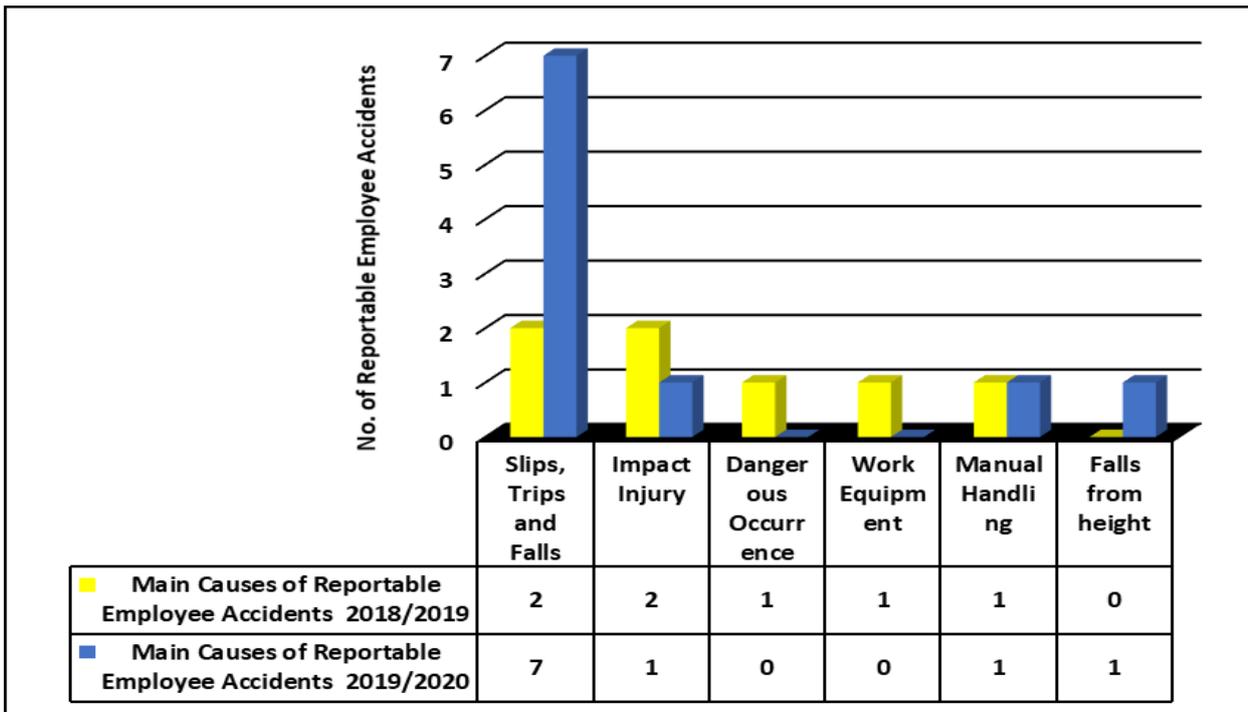
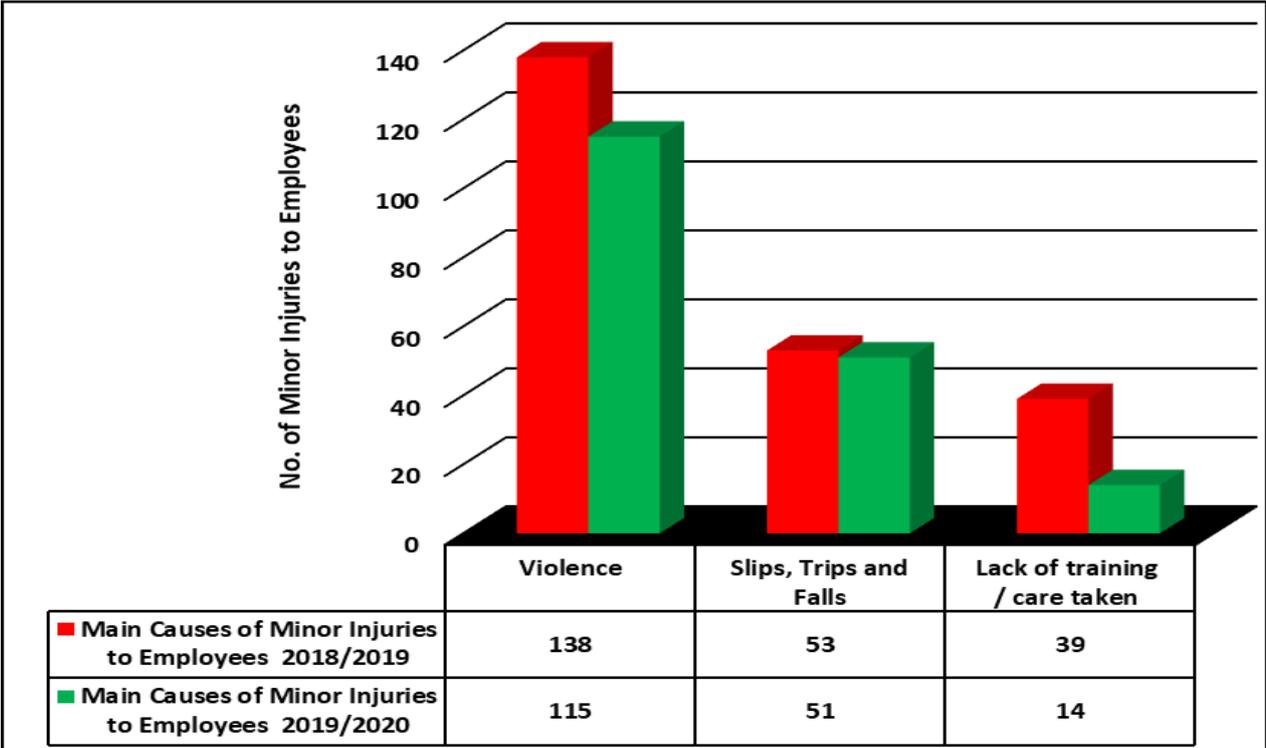


Chart 3: Main Causes of Minor Injuries to Employees for 2018/2019 and 2019/2020



Appendix Three

Work-related Absence Charts

Chart 4: Stress Related Absences

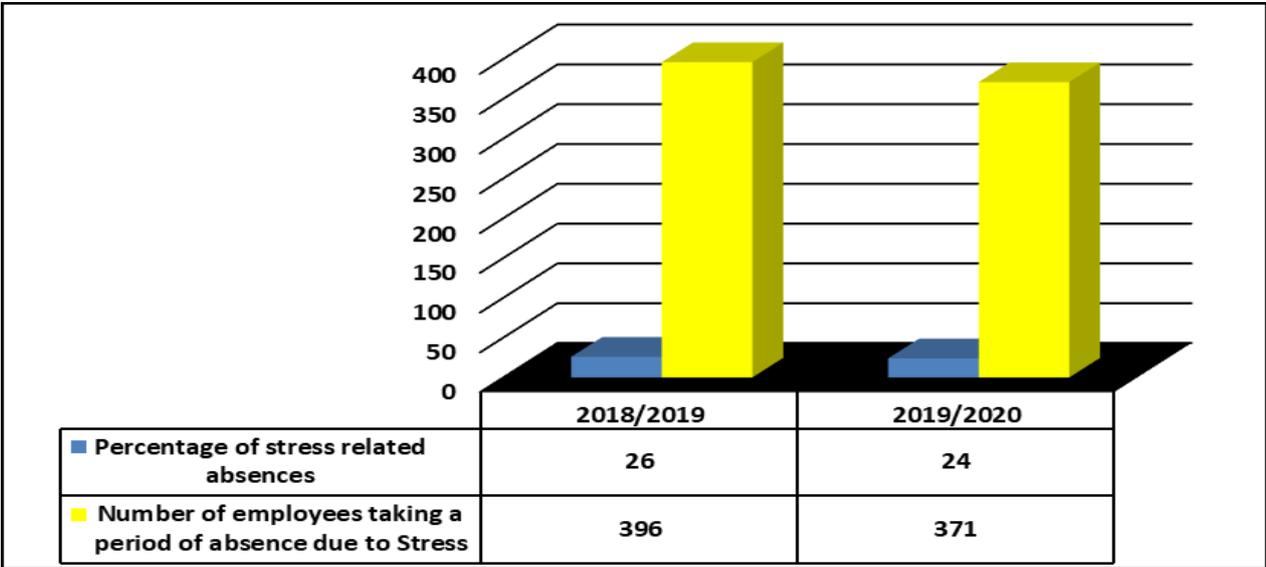
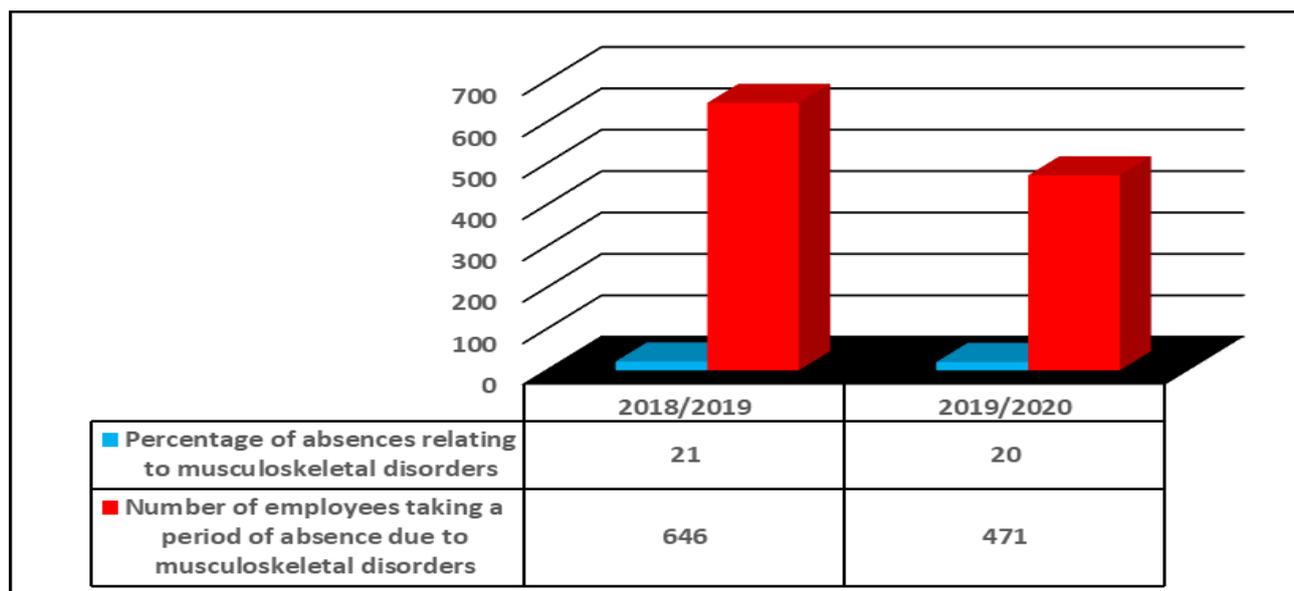


Chart 5: Absences Relating to Musculoskeletal Disorders

4. Financial Implications

There are no financial implications associated with this report. There may be future financial implications in respect of the Actions for 2019/2020 although these will be approved by Senior Managers before they are progressed.

5. Climate Change Appraisal

The report has no effect on climate change outcome

6. Conclusions

This report indicates that the health and safety performance of Shropshire Council has been managed well over the last twelve months.

The next twelve months will continue to see new challenges in light of the Covid 19 implications and the resultant financial climate. It is important to maintain focus on sensible risk management so that risks can be managed sensibly, appropriately and proportionately.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

None

Human Rights Act Appraisal

The recommendations contained in this report are compatible with the provisions of the Human Rights Act 1998.

Environmental Appraisal N/A

Risk Management Appraisal

The contents and key actions of this report are in compliance with good risk management.

Community / Consultations Appraisal

Mechanisms are in place for consultation with employees and Trade Unions.

Cabinet Member

David Minnery

Local Member

N/A

Appendices - 3

Appendix One - Progress on Action Plan for 2019/2020

Appendix Two - Accident Charts for Shropshire Council

Appendix Three – Work Related Absence Charts