



Committee and Date

Cabinet – 20th October 2021

Item

Public

ANNUAL REPORT ON HEALTH AND SAFETY PERFORMANCE FOR 2020/2021

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1. Synopsis

This report reviews the health and safety performance for 2020/21, detailing the key health and safety challenges for the Council, progress on last year's Annual Report and identifies key priorities for 2021/22.

This whole year was dominated by the Covid 19 pandemic. Flooding again also caused major disruption in January 2021 but not on the scale of the February 2020 floods

- 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.

- Floods

The Health & Safety Team were involved with various aspects of the January floods, including advice, support and PPE advice.

2. Executive Summary

Progress with Action Plan for 2020/2021

2.1 Whilst heavily impacted by the Covid Pandemic positive progress has been made with the completion of the actions for Shropshire Council arising from the Action Plan for 2020/2021. Some of the key actions where progress has been made are:

- Some auditing/inspections and Covid security arrangement inspections took place, both face to face and via Teams. As a priority the Health and Safety Team were heavily involved in reviewing Covid risk assessments for both schools and non-school premises. Many reviews were carried out for schools in

June 2020 and additionally, to support the wider opening of schools in September 2020.

- To implement new and revised Health & Safety guidance and arrangements into Service Areas to ensure it is communicated to all employees.
- To engage and retain services across the Council and externally with associated Service Level Agreements in place

Please see **appendix 1** for detailed information on progress with the 2020/2021 plan.

3. Recommendations

3.1 Note the contents of the report are accepted; particularly noting:

- Good progress has been made during 2020/2021 on managing health and safety across the Council.
- Reportable employee accidents to the Health & Safety Executive (HSE) have decreased and minor accidents have also 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.

3.2 The Key Actions for 2021/2022 are agreed

The key actions for Shropshire Council are:

- The Health & Safety Team to continue with the ongoing work involved with the Covid recovery
- Key actions from 2020/2021 have therefore been extended into 2021/2022 to include:
 - 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.
 - Rollout of new workstation Healthy Working system.

- To continue to implement the Wellbeing Plan and facilitate the three themes of Be Active, Be Minded 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.
- Revised and simplified auditing plan for schools to enable more schools to be visited annually going forward.

REPORT

4. Risk Assessment and Opportunities Appraisal

Health and Safety Performance Information

Reactive Safety Performance

- 4.1. Detailed in **appendix 2** 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 Health & Safety Officers continue to work closely and regularly with the HSE in respect of reactive and proactive work.
- 4.2. 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.

Health and Safety Investigations

- 4.3. 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: Please see **Appendix 3**

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

- 4.4. During 2020/2021, the Health & Safety Team had no HSE involvement or enforcement activities. For HSE contact with schools please see **appendix 4**.

Work-related Absences

- 4.5. For details on work related stress and musculoskeletal disorders please see **appendix 5**

Proactive Safety Monitoring

Health and Safety Team - Advice and Guidance

4.6 Please see **appendix 6** for details on advice and guidance given by the Health and Safety Team and Crime Prevention Officer

Health and Safety Audits

4.7 For details about audits please see **appendix 7**

Health and Safety Monitoring

4.8 For details about Health and Safety monitoring undertaken please see **appendix 8**

Fire Safety

4.9 For details about Fire Safety including support and liaison with the Fire Service please see **appendix 9**

Health and Safety Training

4.10 For details about Health and safety training courses delivered by the Health and Safety team please see **appendix 10**

Health, Safety and Welfare Group

4.11 For details about the Health, Safety and Welfare Group please see **appendix 11**

Occupational Health - Workplace Wellbeing

4.12 For details of the work undertaken by Occupational Health please see **appendix 12**

5. Financial Implications

5.1 There are no financial implications associated with this report. There may be future financial implications in respect of the Actions for 2021/2022 although these will be approved by Senior Managers before they are progressed.

6. Climate Change Appraisal

6.1 The report has no effect on climate change outcome

7. Background

7.1. N/A

8. Additional Information

8.1. None

9. Conclusions

9.1 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

Cabinet Member (Portfolio Holder)

Gwilym Butler Portfolio Holder Resources

Jeff Anderson, Deputy Portfolio Holder Health & Safety

Local Member

N/A

Appendices

APPENDIX 1

Progress with Action Plan for 2020/2021

APPENDIX 2

Reactive Safety Performance

APPENDIX 3

Health and Safety Investigations

APPENDIX 4

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

APPENDIX 5

Work-related Absences

APPENDIX 6

Health and Safety Team - Advice and Guidance

APPENDIX 7

Health and Safety Audits

APPENDIX 8

Health and Safety Monitoring

APPENDIX 9

Fire Safety

APPENDIX 10

Health and Safety Training

APPENDIX 11

Health, Safety and Welfare Group

APPENDIX 12

Occupational Health - Workplace Wellbeing

This report demonstrates five of our organisational principles in action

