



<u>Committee and Date</u>	<u>Item</u>
Cabinet	
9 <sup>th</sup> November 2022	
	<u>Public</u>

## **ANNUAL REPORT ON HEALTH AND SAFETY PERFORMANCE FOR 2021/2022**

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### **1. Synopsis**

This report reviews the health and safety performance for 2021/22, detailing the key health and safety challenges for the Council, progress on last year's Annual Report and identifies key priorities for 2022/23.

### **2. Executive Summary**

#### **Progress with Action Plan for 2020/2021**

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 2021/2022. 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 again heavily involved in reviewing Covid risk assessments for both schools and non-school premises. Many reviews were carried out for schools to support when restrictions were lifted.

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 2021/2022 plan.

### 3. Recommendations

**Note the contents of the report;** particularly noting:

Good progress has been made during 2021/2022 on managing health and safety across the Council.

- Reportable employee accidents to the Health & Safety Executive (HSE) have decreased and minor accidents have increased 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.
- The Health & Safety Team were involved with various aspects of the floods, including advice, support and PPE advice.
- The team started to resume business as usual activities to a pre-pandemic level as restrictions started to ease. The team had some capacity issues this year due to staff changes from a retirement and also some significant absence issues.

#### **Agreed Actions for 2022/2023:**

The key actions for Shropshire Council are:

- The Health & Safety Team to continue with the ongoing work involved with the Covid recovery, but with a priority focus on business-as-usual activities recognising the pandemic work is diminishing.

Collaborative working with New Ways of Working Group to:

- Ensure we have office space available for employees to access
- Home working allowance to off-set some of the increased costs
- Signposting to information, e.g. financial wellbeing management

Key actions from 2021/2022 have been extended into 2022/2023 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 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 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. This has been launched and is working well.

## **REPORT**

### **4. Risk Assessment & Opportunities Appraisal**

The development and delivery of the Council's Health and Safety Policy and associated arrangements and risk assessments are the key process in managing the Council's Health and Safety Risks. The opportunities and risks arising are assessed on an ongoing basis and whenever legislation changes or there is reason to review in light of Health and Safety incidents. The detailed Health and Safety performance information that follows and is included in the appendices gives a summary of what the Council has implemented currently and plans for the coming year.

#### **Health & Safety Performance Information**

##### **4.1. Reactive Safety Performance**

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.

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.

##### **4.2. Health and Safety Investigations**

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**

#### **4.3. Health and Safety Executive's (HSE) Involvement and Enforcement Activities**

During 2021/2022, the Health & Safety Team submitted a RIDDOR for a choking fatal incident at a day centre and had some enquiries from the HSE and Police and this is an ongoing matter. For HSE contact with schools please see **appendix 4**.

#### **4.4. Work-related Absences**

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

#### **Proactive Safety Monitoring**

#### **4.5 Health and Safety Team - Advice and Guidance**

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

#### **4.6 Health and Safety Audits**

For details please see **appendix 7**.

#### **4.7 Health and Safety Monitoring**

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

#### **4.8 Fire Safety**

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

#### **4.9 Health and Safety Training**

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

#### **4.10 Health, Safety and Welfare Group**

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

#### **4.11 Occupational Health - Workplace Wellbeing**

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

## **5. Financial Implications**

There are no financial implications associated with this report. There may be future financial implications in respect of the Actions for 2022/2023 although these will be approved by Senior Managers before they are progressed, most notably relating to the provision of work equipment for staff working agilely.

## **6. Climate Change Appraisal**

- 6.1 The report has no effect on climate change outcome currently. Going forward, if extreme weather events become more prevalent, this may impact on Health and Safety Issues for both staff and the public.

## **7. Conclusions**

This report indicates that the health and safety performance has been maintained and managed well over the last twelve months, balancing both Covid requirements and business as usual activities, and please request approval for the action plan for 2022/2023.

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

**Local Member**

N/A

**Appendices**

APPENDIX 1

Progress with Action Plan for 2021/2022

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

