

Annual Health and Safety Report

2022 - 2023

Introduction

The health, safety and wellbeing (HSW) of staff, service users and other customers within the Council is of paramount importance. The Health and Safety service within the Council endeavours to monitor HSW performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, clients, service users, volunteers and our contractors.

The report details accident statistics from the 2022/2023 financial year, which have been obtained from the accident/incident report form found on the intranet and information completed on the corporate accident recording spreadsheet.

Ensuring that health and safety is factored into the working practices of the Council is the responsibility of all members of staff within the authority. Heads of Service, Service Managers and Team Leaders support the Chief Executive and Directors to meet statutory requirements and implement effective health and safety management.

The Chief Executive and Directors have responsibilities for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.

This report provides an overview of the issues impacting upon the authority.

The following aspects of HSW are covered in the report:

- Corporate objectives
- Incidents
- Training statistics
- Legislative changes

Corporate Health and Safety Committee objectives

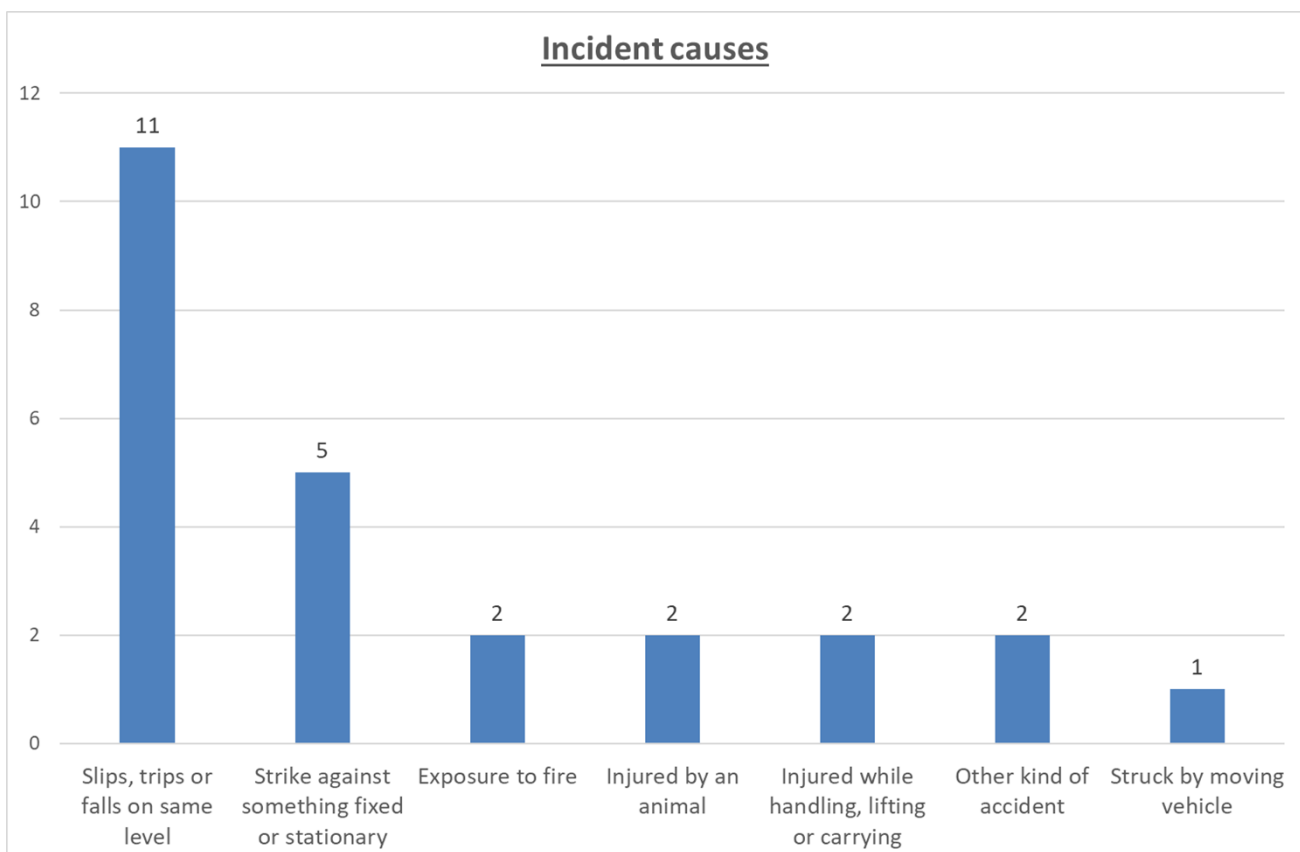
Below is an update on the Committee H&S objectives

Objective	Update
Policy statement and organisation and responsibilities	Signed August 2022
Annual cabinet report	July 2022
H&S Committee meetings	Feb 2023
Accident and incident reports delivered to RMG	Completed
Enforcement actions	None
No RIDDORS	One RIDDOR reported – Fire at Town Hall causing loss of electrics (caused externally)
Targeted reviews of service areas	Due to restructure of services and bedding-in this was deferred. Review of cross service lone working procedures and devices underway.

Incident data analysis

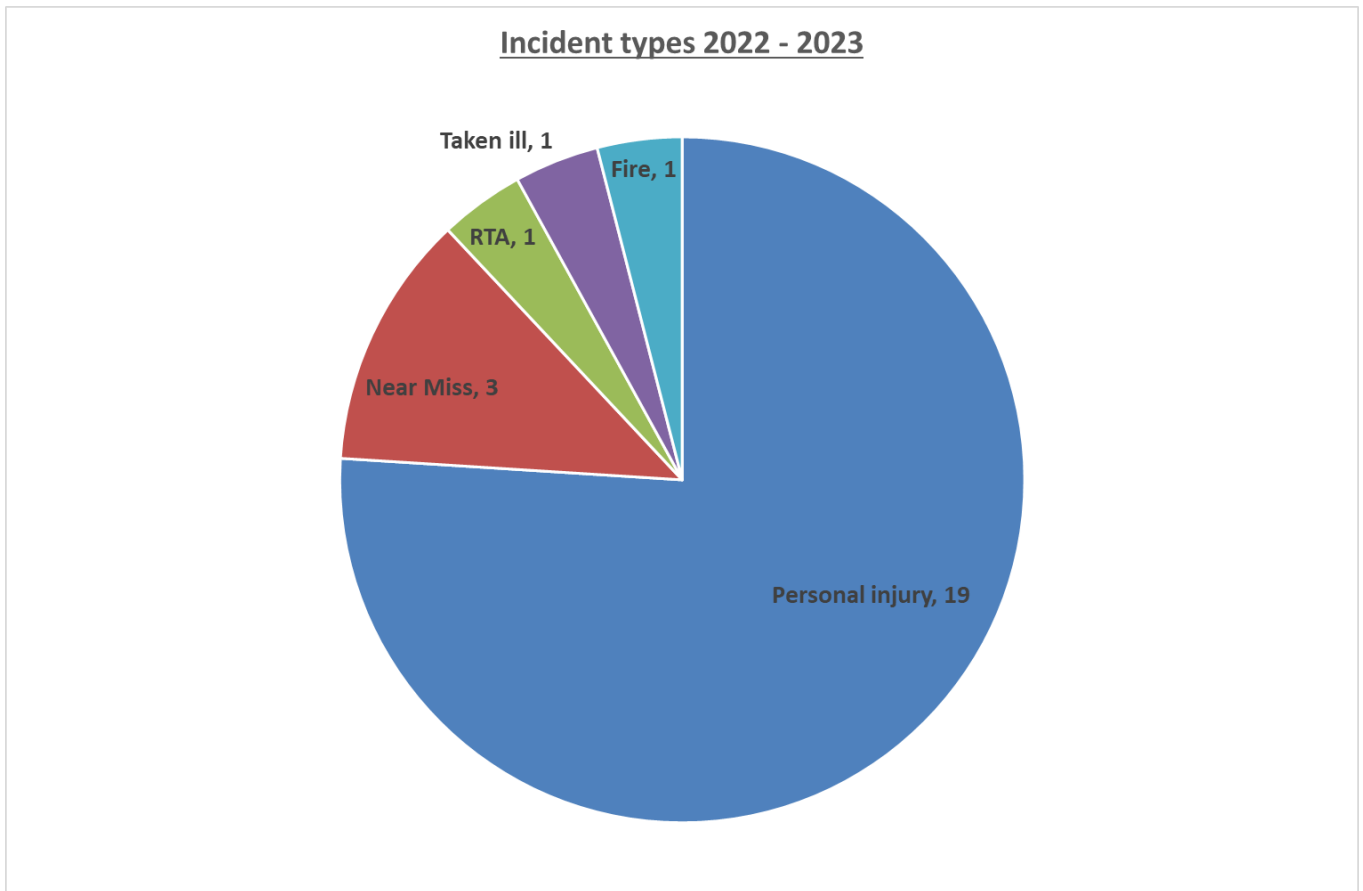
Accidents and incident statistics and strategic risks are presented to the Corporate Management Team (CLT) on a monthly basis. CLT includes all Heads of Service, Directors and the Chief Executive.

Figure 1- Corporate incidents by cause



The graph above highlights that there were 25 incidents, and slips, trips and falls were the single biggest cause of accidents/incidents, accounting for 11 of the incidents.

Figure 2- Type of Accident/Incident

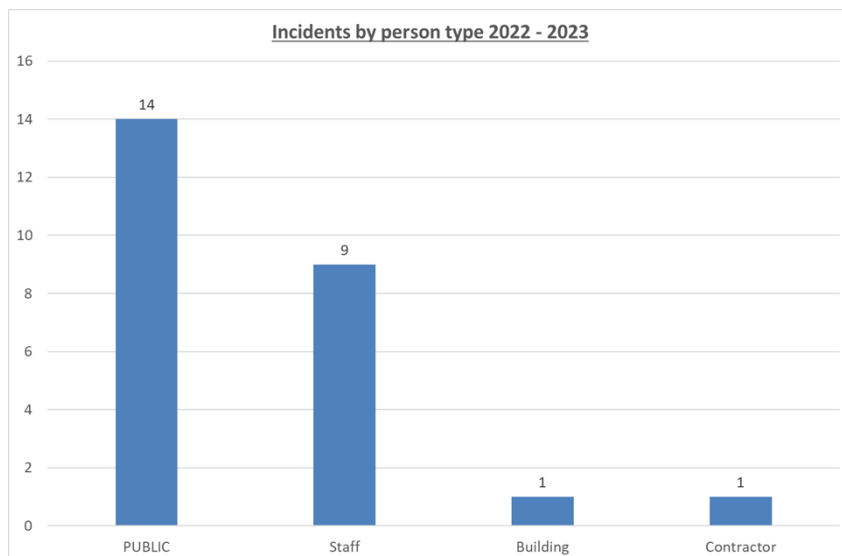


The chart above reflects the type of accidents/incidents during this financial year 2022/23

Personal Injury was the highest percentage of 76%.

One incident required reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This followed a fire at a neighbouring building to the Town Hall in Loughborough which caused a loss of electrical power to the building for more than 24 hours. No one was injured.

Figure 3- Status of Person involved in Accident/Incident



The graph above highlights that most accidents/incidents recorded have occurred to members of the public, or employees

Table 1- Number of Accidents/Incidents reported by each Service Area

Service Area	2022 - 23	2021 - 22	2020 - 21
Landlord Services	7	5	10
Leisure and Culture	5	4	3
Regulatory Services	4		2
Engineering and open spaces	3		
Wellbeing	1		
Strategic & Private Housing	1	1	
Town Hall	1		
Community Sports	1		
Housing Operations	1		
Neighbourhood services	1	1	
Finance and Property			
Customer Experience			
Planning and Regeneration			
Total	25	11	15

Most of the incidents were reported in the front line services, Landlord Services and Leisure and Culture.

Audit

No audits were undertaken in this period. A decision was made to focus on the improvements to the management of health and safety in following the COVID-19 pandemic. An assurance programme will be developed.

Training

The following section highlights the numbers of delegates that have attended corporate Organisational Learning and Development courses that fall under the remit of health and safety.

Table 3 – Corporate training (All Service areas)

Health & Safety Training 2022/23	Delivery Type	No of events	No Attended/ Completed
Working Safely - An Introduction to Workplace Health and Safety (for Employees)	E-learning		119
Display Screen Equipment	E-learning		75
Managing Conflict & Aggression	Classroom	6	50
Sharps	Classroom	5	48
Managing Stress & Building Personal Resilience	Classroom	3	41
Learn to save a life - CPR/Defibrillator Training	Classroom	1	33
Manual Handling	Classroom	2	18
Emergency First Aid at Work	Classroom	3	16
Dealing with verbal abuse & aggression	Classroom	1	12
Mindfulness	Classroom	1	12
Yoga	Classroom	1	12
First Aid at Work Training	Classroom	2	10
Evacuation Chair Training	Classroom	2	7
First Aid at Work: Requalification	Classroom	1	6
Managing Telephone Aggression	Classroom	1	6
Resilience	Classroom	1	6
Relaxation techniques before going to bed to aid sleep	Classroom	1	4
Being Resilient	E-learning		4
Introduction to Health and Safety for Managers	E-learning		3
Mental Health First Aid Training	Classroom	1	2
Feeling stressed? Try mindfulness	E-learning		2
Handling Difficult Situations & People	Classroom	1	1
Get Rid of Stress	E-learning		1
Handling Difficult Situations and Challenging Customers	E-learning		1
Manual Handling	E-learning		1
Relax - How to Switch Off After Work	E-learning		1
Total		32	479

Legislative changes

Cabinet is advised that there were no legislative changes in this period

Policy and Guidance document changes

Work to date

- Advising in the November Fair, remembrance Sunday and other events
- Council wide review of infection control risk assessment - post Covid.
- Fire Safety Procedures – high level management document for fire risk in CBC premises
- All health and safety policies and guidance documents can be found on the Council's health and safety intranet site.

Current initiatives

- A large number of corporate standards have not been reviewed in the last 3 years and therefore require a full review with amendments. It is noted that there are no corporate standards for key operational hazards such as Electrical Safety, Working at Height, and Mental fitness.
- Review of lone worker arrangements including device review, training and costings
- Review of legionella management procedure – document for approval
- Development of revised platform for hosting health and safety information – Sharepoint Office 360