

CABINET – 7TH JULY 2021

Report of the Head of Strategic Support Lead Member: Councillor Tom Barkley

Part A

ITEM 12 ANNUAL HEALTH AND SAFETY REPORT 2021-22

Purpose of Report

To inform Cabinet and provide a public record of the Council's health and safety performance.

Recommendation

That the Cabinet note the Council's health and safety performance over the preceding year as set out in the Appendix to this report.

Reason

It is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents for public bodies to publish an annual report on health and safety performance. The Management of Health and Safety at Work regulations 1999 require all employers to review their health and safety management system. Since 2015 the Council has employed BS OHSAS 18001: "Occupational Health & Safety Management Systems" as its base system for managing health and safety.

Policy Justification and Previous Decisions

The Council's Corporate Health and Safety Policy states: "Members of the Cabinet and other elected members shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems."

Implementation Timetable including Future Decisions and Scrutiny

The publication of this report on the Council's website provides a public record.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications directly related to this report.

Risk Management

There are no specific risks associated with this decision.

Key Decision: No

Background Papers: None

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Part B

BACKGROUND

1. Cabinet receive this annual health and safety report safety to inform them of health and safety performance during the reporting period; this report covers the period April 2021 – March 2022.
2. The Council manages a wide portfolio of services for a Borough of more than 180,000 people. Some of these services may involve a potential significant risk of harm to our staff, our partners or the public. To prevent injury and ill health, the Council's objective is a positive health and safety culture and we are committed to the principles of sensible risk management and compliance with our legal obligations.
3. To achieve this the Council has implemented a safety management system that involves all staff, partners and service users as well. The Council retains specialist advisors and train managers and staff to understand and control the risks that arise from our service to the community.
4. The Council's corporate health and safety service is provided by Leicestershire County Council's Health, Safety and Wellbeing service. The agreement provides for a dedicated Health & Safety Officer to be on site for 4 working days per week with access to a Duty Officer on the non-working day, and provides the Council with increased resilience and access to an extensive knowledge base.
5. Since the onset of the pandemic, the Corporate Health & Safety Officer has been working closely with the Health & Safety Group to ensure that the Council's approach is in accordance with current government guidance and best practice, to minimise the risks of infection for our staff and customers.

Appendix

Annual Health & Safety Report 2021-22



Annual Health and Safety Report

2021 - 2022

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Introduction

1. The health, safety and wellbeing of all members, officers, service users and other customers within Charnwood Borough Council (CBC) is of paramount importance. The Health and Safety function within the Council endeavours to continually monitor performance within the authority in order that improvements can be made to ensure legal compliance, optimal utilisation of H&S resources and the continued safety of Council Members, officers, clients, service users, volunteers and our contractors.
2. The report highlights to Cabinet the work that has been undertaken within Health and Safety during the 2021/22 financial year. Much of the work conducted by the H&S function during the last year has been to support Services with operational recovery, the resumption of full services delivery and the changing ways of working.
3. 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 Strategic Directors to meet statutory requirements and implement effective health and safety management. The Chief Executive and Strategic Directors hold accountability for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
4. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects are covered in the report:
 - Covid-19 Health & Safety Arrangements
 - Accident Data
 - Corporate H&S Policy, System and Objectives
 - Audit Programme
 - Health and Safety Training Update
 - Legislative changes
 - Safety Initiatives

Covid-19 H&S Arrangements

5. The H&S function has remained actively engaged throughout all elements of CBC's Covid business recovery and has been involved throughout the Services, Workspace and People programme (SWaP).
6. During the year specific H&S support has been provided to assist with:
 - Resumption of public CBC Committee meetings
 - May 2021 Local Elections (& Jan 2022 Local Elections)
 - Town Hall reopening
 - Town Hall hosting of an LCC Coroner's Court session (Oct 2021)

- Loughborough Fair 2021
 - Remembrance Sunday 2021
 - Revised arrangements in the Charnwood Museum and supporting the Carillon Tower volunteers
7. In accordance with statutory requirements, CBC has continued to maintain a set of Covid risk assessments that cover all its activities and premises.
 8. CBC has continually monitored and assessed the ongoing local and national situation in order to ensure that it has effective and robust controls in place to minimise the likelihood and consequences of infection exposure and transmission within its premises and during the conducting of its activities.
 9. Assistance and assurance continue to be provided to all Services. H&S has worked in cooperation with other Parties that may affect, or be affected by, CBC activities at Southfields. These Parties include DWP, NHS, Capita and LCC.
 10. Flexible working, between the home and office environments remains in operation.
 11. H&S has provided information and advice during the reconfiguration and consolidation of Southfields office space to ensure the building and its usage remains compliant with all applicable safety requirements.
 12. PPE Stocks, consumption rates and ongoing resilience are routinely monitored.

Accident Data Analysis

13. All accident/incident statistics, health and safety activities, insurance claims and strategic risks are presented to the Corporate Management Team (CMT) within the Risk Management Group (RMG) on a quarterly basis.
14. Corrective actions are determined through the accident investigation process and discussed at CMT (as appropriate).

Table 1 - Corporate Accidents by Cause 2021-22

Accident/Incident Causes	2021/22	2020/21	2019/20
Slips, Trips or Falls	5	6	18
Contact with fixed object	2	2	2
Other	0	0	0
Struck by Object	0	0	1
Violence	0	0	0
Animal	0	0	2

Falls from height	1	0	0
Contact with moving object	0	0	0
Electricity	0	0	0
Struck by vehicle	1	0	1
Contact with harmful substances	0	1	1
Manual handling	1	2	2
Cut on sharp object	0	2	6
Fatality	0	1	0
Struck fixed object	0	1	1
Unsafe condition	1	0	0
No injury	0	0	0
Illness	0	0	0

15. There has been a total of 11 accidents/incidents within the Council during the 2021-22 financial year, compared to 15 in the previous year.

16. Six accidents involved officers and the remaining five involved members of the public.

17. No accidents were required to be reported under RIDDOR during 2021-22.

18. One RIDDOR was reported in 2020-21 and one reported in 2019-20.

19. Bedford Square Gateway Project incidents are not included within these statistics. Such incidents are recorded separately by the Project Principal Contractor as part of the Construction documents.

Table 2 - Number of Accidents/Incidents reported by each Service Area over the last 3 years

Service Area	2021-22	2020-21	2019-20
Leisure & Culture	4	3	12
Landlord Services	5	10	6
Finance & Property	0	0	2
Regulatory Services	0	2	8
Customer Experience	0	0	2

Cleansing & Open Spaces	0	0	1
Planning & Regeneration	0	0	3
Strategic Housing	0	0	0
Strategic Support	1	0	0
Neighbourhood Services	1	0	0
Total	11	15	34

20. Fire Drills exercises have been completed as scheduled during the Covid situation and subsequent drills are conducted as premises are brought back into operation.

21. During October 2021, Loughborough Town Hall was used as the venue for a Simulation Exercise (SimEx), coordinated with the Leics, Notts & Derbyshire Fire & Rescue Services. The exercise was designed to test the location and recovery of individuals from below ground in a smoke-filled situation and enabled the Emergency Services to conduct a live test using breathing apparatus. The SimEx proved an extremely useful exercise for all parties and CBC's willingness to make the venue available is to be commended.

Corporate Health and Safety Policy, Management System and Committee Objectives

22. The CBC H&S Policy was revised and updated in April 2022.

23. All health and safety procedural and guidance documents can be found on the Council's health and safety intranet site. The structure of the management system has been enhanced and is currently undergoing testing in a new site. The system has an enhanced search function, enabling the sharing of training presentations, risk assessments and report templates between services

24. In January 2017 the Corporate Health and Safety Committee adopted a set of objectives as part of its "core management system" for health and safety.

Number	Objectives	Completed
1	Policy signed and in date	Signed in April 2022
2	Annual safety report delivered to Cabinet.	Completed.
3	Committee meetings occur on time (six-monthly).	Formal committee meetings reconvened in April 2022
4	Accident, incident and insurance reports all delivered on time to Risk Management Group (quarterly).	Completed.
5	No enforcement action.	Completed - None.

6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	0 RIDDOR reported in this year.
7	All RIDDOR-reportable incidents fully investigated and reported to HSE within statutory time scales.	Completed.
8	OHSAS 18001 review of each service area completed at least every 2 years.	H&S Review report created for use by each Service. First reports are scheduled for Q4 2023.
9	No action rated "Major" or above from any review outstanding for 2 successive H&S Committee meetings.	Complete.

Audit Programme

25.H&S elements continue to be included within the extant internal audit programme.

Corporate Health and Safety Training Update

26.CBC H&S training modules, hosted on the MyLearning platform, have been updated.

27.Service-specific H&S training, provided by external providers, has recommenced and is conducted in Covid-secure locations.

28.Wellbeing training and additional resources have been refreshed and are hosted on the MyLearning platform and staff intranet.

Legislative Changes

29.The Building Safety Act 2022 came into effect in April 2022. The Act has minimal impact on both CBC General Fund and CBC Housing Fund properties and activities. CBC maintains no "Higher Risk" buildings, as defined in the Act.

30.CBC continues to monitor the progress of the [Protect Duty](#) proposed legislation. It is anticipated that there will be significant impact following the introduction of such legislation. The scope of the legislation is anticipated to impact on the Town Hall and CBC organised/managed open air events (such as the Loughborough Fair). Training requirements and threat risk assessments are under consideration and CBC anticipates that Government guidance will be issued later in the year.

31.A limited number of legislative changes have occurred following the introduction of the EU Future Relationships Act. Cabinet are advised that, at present, there are no significant changes in relation to occupational health and safety.

Health, Safety and Wellbeing Initiatives

32. Wellbeing Initiatives

- The Chief Executive hosted a number of “town hall” wellbeing sessions, open to all employees as part of the return to the Southfields offices. The sessions were supported by the Neighbourhood Services teams.
- A programme of wellbeing and mindfulness courses are hosted on the staff intranet. Regular briefings and messages are posted on One Charnwood, encouraging officers to make use of the resources.