

Corporate Health and Safety Report

April 2019 – March 2021



INTRODUCTION

The purpose of this report is to provide an open and transparent communication on all matters relating to health and safety in accordance with good practice from the HSE. The report is both a reflection on the performance and activities from the previous years, and for the next financial year.

Tewkesbury Borough Council is committed to maintaining a healthy and safe place of work for all its employees, including contractors and volunteers as well as taking all reasonable steps to ensure that the public and the environment are exposed to the lowest practicable level of risk.

The covid 19 pandemic commencing in March 2020 presented significant additional challenges to the health and safety of Members, staff and our responsibility to local business and the public over and above our continuing responsibilities for health and safety, which was not foreseen. These matters and the council's corporate response to covid 19 took precedence and was over and above our existing responsibility and extended our responsibility for the safety of private businesses and the general public.

We have throughout 2020/21 worked closely with Public Health and other districts with Gloucestershire to maintain and support the covid 19 response whilst at the same time sought to implement our previous years workplan. The workplan attached to the Report provides a summary of direct actions taken within our organisation.

Best practice recommends that organisations produce and publish an annual health and safety report. The ability to produce this report for 2019/20 was directly impacted by the need to respond to the Covid 19 pandemic. As such, this report summarises Tewkesbury Borough Council's health and safety performance during the years 2019- 20 and 2020-21 and looks forward to work proposed in the next year.

Corporate Structure for Health and Safety

The Management Team

Ultimate responsibility for the health, safety and welfare of staff and the public who use council services lies with the Chief Executive and the Management Team. The

Head of Community Services has specific responsibilities for leading on corporate health and safety matters and chairs the Keep Safe Stay Healthy Group (KSSH)

Keep Safe Stay Healthy Group (KSSH)

The objective of the KSSH group is to bring together Management, Staff, Elected Members and Trade Union representatives to:

- (a) Consider matters relating to the health and safety of all employees;
- (b) Provide a forum on a regular basis for consultation
- (c) Ensure issues are reported to the Management Team.
- (d) Oversee the Health & Safety annual Work Plan.

Promotion

Internal Health and safety and wellbeing matters are reported via the intranet, the monthly News4U staff newspaper and regular council-wide staff briefing sessions

Risk Assessments

A generic health and safety risk assessment is available for use by all services to assist with the annual review of service risk assessments. In 2020/21 all risk assessments were reviewed and updated to include the additional risks presented by the Covid-19 pandemic.

Training

Health and safety training is encouraged and the council training budget helps to overcome any funding challenges faced by the individual council teams.

Achievements in the last 24 months

Successful management of the impacts of Covid 19 securing safe in office working practices, roll out of IT to support remote working and out of office risk management.

The Keep Safe Stay Healthy group have an annual work plan of priorities for action. In both years from April 2019 to March 2021. These are detailed in appendix 1

The Workplace Wellbeing programme was implemented including the mental health awareness action plan however the weight loss club which continued to be successful in 2019-20 as in previous years has been paused until staff can return to the office due to the covid-19 pandemic.

Of specific note is The Workplace Wellbeing Charter National Award for England - Following re-accreditation in January 2020, Tewkesbury Borough Council were awarded Excellence levels in Leadership; Absence management; Health & Safety; Mental Health and Achievement in Physical activity, Healthy eating and Alcohol and substance misuse.

The Workplace Wellbeing Charter demonstrates the Council's commitment to the health and wellbeing of the workforce, and any organisation attaining at least the commitment standard in all areas is to be commended and be awarded the Workplace Wellbeing Charter, National Award for England

Proposed Health and safety Work Plan 2021–2022

The 2021-22 workplan is attached as Appendix 1.

In line with the Health and Safety Work Plan 2020-2021 we will continue to carry out/action identified rolling health and safety reviews and adopt further tasks in accordance to the outcome of quarterly Keep Safe Stay Healthy meetings:

We will continue to follow the Government 4 stage Road Map towards the safe re-opening of offices and workplaces at stage 4 ensuring through the implementation of covid safe working practices staff and customers feel safe to return.

Accident and Incident Reporting

All accidents/incidents and near misses are reported under the council's procedures. to enable appropriate remedial action to be identified and preventative measures to be put in place.

TBC Accidents/Incidents reported April 2019 to March 2020

- TBC staff - 5 reported Accidents/Incidents
- Members of the public - 3 reported

TBC Accidents/Incidents reported April 2020 to March 2021

- TBC Staff - 1 reported Accidents/Incidents

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

- No reportable accidents or incidents were reported in the time period of this report.

UBICO (Waste, Street Cleansing and Grounds Maintenance Services) contract plus Mixed Recycling Facility (MRF) Contract As a requirement under these contracts quarterly health and safety reports are provided by the contractors which include accident and incident statistics/data. This information is reported to the Gloucestershire Waste Safety and Health (GWASH) meetings. Every quarter the countywide collections and disposal authorities (TBC plus Stroud District Council and Gloucester City Council) meet with the contractors and the HSE (Health and Safety Executive) to discuss health and safety campaigns plus incidents and accidents statistics and the controls required to reduce the likelihood of recurrence. The waste, street cleansing and ground maintenance quarterly health and safety reports are also taken to the Ubico Board of Directors meetings on a bi-monthly basis. Accident and Incident data analysis/trending is also undertaken by the Environmental Services Team and if a trend is identified it is queried with Ubico.

Tewkesbury Leisure Centre Contract (Contractor: Places for People)

A quarterly report is provided by the contractor to the Asset manager of Property Services who manages and monitor this contract. The report provided covers the performance, operations and health and safety which includes accident/incident statistics. Accident/Incident trend analysis is undertaken by Places for People which is a contractual requirement. All health and safety matters related to this contract is reported to the Strategic Leisure Partnership Group on a quarterly basis.

Conclusion

Good progress has been made in both years and secured an improvement to the overall percentage score of the council's health and safety management system. The proposed planned actions contained in the 2018-2019 and 2019-20 annual work plans have also been achieved or were on a rolling programme and included in the proposed Health and safety Work Plan 2020–2021 as detailed in appendix 1.

The Covid-19 pandemic has dictated the health and safety work plan 2020-21 meaning some of the proposed tasks contained within the 2020- 2021 work plan have not yet been actioned. Moving forward the outstanding d tasks have been

incorporated in the work plan for the coming year which will be actioned and reviewed quarterly by the Keep Safe Stay Healthy group.

References

Health and Safety Executive's (HSE) guidance document HSG65 'Managing for Health and Safety'.

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Work Plan 2019/2021

1. Response to Covid 19 Pandemic			
Areas Identified	Status	Progress on 2020/2021 actions	Actions for 2021- 2022
<p>Offices and related business settings</p> <p>IT and digital</p> <p>Out of Office working</p> <p>Staff support</p>		<p>The covid 19 pandemic presented significant additional challenges to the health and safety of Members, staff and our responsibility to local business and the public over and above our continuing responsibilities for health and safety, which was not foreseen.</p> <p>All staff were required to work from home where possible from 23 March 2020. Offices were closed to the general public and all office management systems, including those for partner organisations within council owned buildings were risk assessed in line with government guidance and regulations and changes implemented as guidance changed during the year from full lockdown through the varying stages of re-opening and further periods of lockdown.</p> <p>Safe working systems were put in place for those staff who were required to continue working within the office environment.</p> <p>There was a significant challenge to provide mobile digital and telephonic IT to all staff and was successful. Roll out continued with new starters throughout the year. A small number of staff continued to work from the office due to poor home connectivity.</p> <p>Requirements for our business to continue through digital means was implemented enabling committee and staff meetings to continue remotely.</p>	<p>Continue to deliver and implement changes to office management systems in line with government guidance and regulations.</p> <p>Follow the Governments 4 stage Road Map and implement requirements against guidance for employers to re-open offices to the public at Stage 4 ensuring public and staff feel safe to return.</p> <p>Implement using covid safe measures the holding of committee meetings within the office environment.</p>

		<p>All services prepared and implemented covid 19 risk assessments for their service to be able to access the office and to conduct out of office working where required.</p> <p>The elections in May 2021 presented further challenges and all polling stations were individually risk assessed to ensure the safety of staff and the public.</p> <p>Rest Centres and cemeteries were also risk assessed to ensure the safety of residents during periods of crisis.</p> <p>Significant work was undertaken supporting businesses and the public on our high streets to return safely.</p> <p>We have delivered workshops with an external trainer for individual teams on optimising use of Microsoft Teams, Effective Remote Working and Managing Remote Teams to ensure that staff and managers had the skills and technical knowledge to effectively work remotely.</p> <p>There was cross service representation on 3 day cyber resilience training.</p>	
2. Staff wellbeing			
Areas Identified	Status	Progress on 2020/2021 actions	Actions for 2021- 2022
Workplace wellbeing programme	☹️	In 2020/21 Covid 19 directly impacted on staff wellbeing through isolation, remote working, risk management and the added	Continue and further develop actions from previous years.

<p>Additional Impacts from Covid 19</p> <ul style="list-style-type: none"> • Anxiety and stress • Isolation • Inmfections 		<p>responsibilities for those with children during lockdowns. Covid 19 infections were limited and effectively managed through self isolation and cleaning practices. Stress and anxiety affected some staff who were supported by managers, human resources and occupational health.</p> <p>2019-2021 in review of previous years</p> <p>The Workplace Wellbeing programme was implemented including:</p> <ul style="list-style-type: none"> • mental health awareness action plan • Free counselling. • Comprehensive Occupational Health. • Mental Health Action Plan –key activities around addressing mental health concerns. • Wellness Action Plans –individualised plan to support an officer in keeping well. • Mental Health First Aiders. • First Aiders. • Annual plan for promotion and information sessions on wellbeing and health issues, making use of national campaigns (Stoptober, Dry January etc.) and the resources available via Healthy Lifestyles Gloucestershire and incorporating issues relevant to physical health and mental health, including issues such as financial management and domestic abuse. • Free flu vaccination programme - for those who are not eligible via the NHS. • Wellbeing Zone – this is a zone on the intranet where all of our information about what is available is held so that it can be easily accessed by any officer. 	<p>Develop/continue covid 19 workplace requirements.</p> <p>Further develop and implement online DSE assessment for homeworking in line with agreed agile working policy.</p> <p>Online Yoga sessions</p>
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3. Training and Development

Areas Identified	Status	Progress on 2020/2021 actions	Actions for 2021- 2022
All areas relating to health and safety at work	☹️	<p>2019/20</p> <ul style="list-style-type: none"> • 9 members of staff - First Aid at Work Requalification • 9 members of staff - AED/Oxygen Therapy (Refresher) • All staff - Mental Health Awareness Workshop • All staff - Mental Health Awareness for Managers • 8 members of staff - Metal Health First Aid • 1 member of staff - Safeguarding Children's Board • 1 member of staff - Dissociation and Trauma • 12 members of staff - Routine and Operational Playground Inspection 2 members of staff - Health & Safety in Waste and Environmental Services <p>2020/21</p> <ul style="list-style-type: none"> • All staff - 2x Management/2x Remote Working Training - Due to the Covid-19 pandemic most officers have been working from home in the time period of this report. • All staff - Help with Temporary Homeworking - on line training module to assist with workstation arrangements when working from home plus other health and safety related advice. • New starters and mop ups - Mental Health Awareness 	<ul style="list-style-type: none"> • Playground Inspection Training • IOSH (Institution of Occupational Safety & Health) Managing Safely due to be undertaken by Property Services officers. • Mental Health First Aiders Refreshers • First Aiders Refreshers • Mental Health Awareness – TBC (for new starters) • Fire Safety • DSE assessments for remote working

4. Workplace Wellbeing Charter

Areas Identified	Status	Progress on 2020/2021 actions	Actions for 2021- 2022
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Assessment against criteria across all services	☹️	<p>The workplace wellbeing charter demonstrates the council's commitment to the health and wellbeing of the workforce.</p> <ul style="list-style-type: none"> • Leadership: Excellence • Absence Management: Excellence • Health and Safety: Excellence • Mental Health: Excellence and smoking and • Smoking: Excellence • Physical Activity: Achievement • Healthy Eating: Achievement • Alcohol and Substance Misuse: Achievement 	<p>Maintain excellence standards and improve areas reaching achievement to excellence.</p> <p>Carry out a further Wellbeing charter assessment.</p>
5. Service Reviews Health and Safety			
Areas Identified	Status	Progress on 2020/2021 actions	Actions for 2021- 2022
<p>HSG65 system review</p> <p>Policy reviews</p> <p>Cardinus online workstation DSE assessments</p> <p>RIDDOR and accident reporting</p> <p>Emergency evacuation review</p>	☹️	<ul style="list-style-type: none"> • HSG65 Health & Safety Management System review undertaken with overall score improved from 95% to 95.71%. One of the main reasons for this was due to an increase in attendance and engagement at the Keep Safe Stay Healthy quarterly meetings. • Health, Safety & Welfare overarching policy revised in line with current structure • COSHH (Control of Substances Hazardous to Health policy and risk assessment reviewed and revised. • A review of the online workstation training and risk assessment modules was undertaken which resulted in a new and improved user friendly course being launched. • The Accident and Incident Reporting Policy and Guidance was reviewed and revised. 	<p>In line with the Health and Safety Work Plan 2020-2021 the following will continue to be carried out/actioned plus further tasks will be added to this plan in accordance to the outcome of quarterly Keep Safe Stay Healthy meetings:</p> <ul style="list-style-type: none"> • Continuation of Health & Wellbeing programme. • Review of all council health and safety policies – this is an ongoing process

		<ul style="list-style-type: none">• Emergency Evacuation procedure – fire and other threats – reviewed and revised.• A robust monitoring system implemented to ensure all health and safety requirements are covered at the time of new starter induction• Homeworking health and safety checklist reviewed and revised.• Smoking shelter relocated to prevent smoke entering office windows	<ul style="list-style-type: none">• Health and safety audits to be undertaken over a 3yr rolling programme• Environmental Safety Officer to attend departmental meetings in a H&S advisory capacity on an annual basis• Monitoring of the HSG65 H&S Management System• Cardinus Workstation online training and risk assessment module adapted to flexible/agile working requirements - Healthy Working DSE (Display Screen Equipment) Hybrid course being considered if required when staff begin to work from home and in the office on a regular basis.
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