

# Corporate Health and Safety Report

## April 2021 – March 2022



## **INTRODUCTION**

The purpose of this report is to provide an open and transparent communication on all matters relating to corporate 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 year, 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.

Best practice recommends that organisations produce and publish an annual health and safety report. As such, this report summarises Tewkesbury Borough Council's health and safety performance during 2021-2022 and looks forward to work proposed in the next year.

We have throughout 2021/22 worked closely with Public Health and other districts within Gloucestershire to maintain and support the covid-19 response whilst at the same time sought to implement our previous years workplan.

The last two years have shown us that flexibility in terms of where we work is possible and can be beneficial for staff, the council, and customers. However, it has also highlighted some of the things we miss as an organisation when only working remotely. These include building team cohesiveness and effectiveness, making personal connections, opportunities for learning from each other, developing less-experienced team members and creating an organisational culture which is ambitious, committed to delivering excellent service and at the same time friendly and supportive.

Now Covid-19 restrictions are lifting, our customers' expectations in terms of being able to access our services are starting to change and of course we need to be mindful of this. We provide public services and the community and their representatives, including our own councillors, who expect to be able to access those services via personal contact when that works best.

From 1 June 2022 we will be operating in accordance with the following principles:

- For all staff, other than those with specific job locations in other premises, the council offices remain the primary working location.
- All services will be required to maintain their focus on excellent customer care and service delivery.
- All services and teams will maintain a full operational presence in the council offices during opening hours.
- Customers will continue to be encouraged to make appointments, but services will be available to meet drop in customers.
- Hybrid working arrangements (a mix of working from home and from the office) for staff are subject to the needs of the service and management agreement.
- Hybrid working is contingent upon the conditions for working in a remote location being met.
- The actual amount of time spent in the office each week will be determined by service needs and will depend on the requirements of a job role.

We will also be following the public health principles for reducing the spread of respiratory infections, including COVID-19, in the workplace which are as follows:

- Encourage and enable vaccination
- Bringing in fresh air to occupied spaces to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.
- Maintaining a clean workplace, in particular highly touched areas.
- Management of members of staff who are at risk of serious illness from COVID-19.

## **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 2021/22 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. A list of health and safety training that has been undertaken and more is planned for the coming year, all of which is contained in the work plan in appendix 1.

## **Achievements in the last 12 months**

The Keep Safe Stay Healthy group have an annual work plan of priorities for action. This report covers April 2021 to March 2022. These are detailed in appendix 1

## **Proposed Health and safety Work Plan 2021–2022**

The 2021-2022 workplan is attached as Appendix 1.

In line with the Health and Safety Work Plan 2021-2022 we will continue to carry out/action identified rolling health and safety reviews and adopt further tasks in accordance with the outcome of quarterly Keep Safe Stay Healthy meetings:

## **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 2021 to March 2022**

- TBC staff - 1 reported
- Members of the public - 0 reported

### **Staff Safety Register (members of the public that pose a risk to council officers)**

- 1 inclusion in the time period of this report.

### **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**

Progress has been made this year as detailed in the plan in appendix 1. The proposed planned actions contained in the 2021 -2022 annual work plans have also been achieved or were on a rolling programme and included in the proposed Health and safety Work Plan 2022–2023 as detailed in appendix 1.

The Covid-19 pandemic did initially dictate the health and safety work plan 2021-22 meaning some of the proposed tasks contained within the 2021- 2022 work plan have not yet been actioned. Moving forward the outstanding 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 2021/2022

1. Response to Covid 19 Pandemic			
Areas Identified	Status	Progress on 2021/2022 actions	Actions for 2022- 2023
Offices and related business settings	😊	<p>Now Covid-19 restrictions are lifting, our customers' expectations in terms of being able to access our services are starting to change, therefore we are accommodating this by staff safely returning to the office in accordance with public health guidelines.</p> <p>Agile hybrid working will continue in line with agile working policy and an on-line hybrid workstation training and risk assessment module has been implemented to cover the requirements under this policy.</p>	<p>Continue to deliver and implement changes to office management systems in line with public health guidelines.</p> <p>On-line workstation module will be monitored to ensure hybrid working is being carried out safely ongoing.</p>
2. Staff wellbeing			
Areas Identified	Status	Progress on 2021/2022 actions	Actions for 2022- 2023
Workplace wellbeing programme	😊	<p>Posted on the council's Intranet</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing Support</li> <li>• Pre-Retirement Finance Session</li> <li>• GMB Wellbeing Survey</li> <li>• Mid-Career Seminar</li> <li>• Stress Awareness Month</li> <li>• Staff Yoga online sessions</li> <li>• On Your Feet Britain</li> <li>• Mental Health Awareness Week</li> <li>• Diabetes Awareness Week</li> </ul>	<ul style="list-style-type: none"> <li>• Stress Awareness Month</li> <li>• On your feet Britain</li> <li>• National Walking month</li> <li>• Sun Awareness Week</li> <li>• Mental Health Awareness Week</li> <li>• Retirement Session</li> <li>• Diabetes Awareness Week</li> <li>• Men's Health Week</li> <li>• Talk to us</li> </ul>

		<ul style="list-style-type: none"> <li>• The Big Listen (annual campaign dedicated to raising awareness of The Samaritans' 24-hour service across the UK)</li> <li>• Pre-Retirement Training</li> <li>• Migraine Awareness Week</li> <li>• Flu vaccinations</li> <li>• World Suicide Prevention Day</li> <li>• Healthy Lifestyles Gloucestershire (free referrals Weight Watchers and Slimming World)</li> <li>• Stoptober (Stop Smoking advice)</li> <li>• World Mental Health Day</li> <li>• Pre-retirement online training</li> <li>• Alcohol Awareness Week</li> <li>• Cycle scheme webinar</li> <li>• 16 Days of Action (Action against domestic violence)</li> <li>• Careline Mental Health Services</li> <li>• Brew Monday (Samaritans campaign to address loneliness)</li> <li>• Healthy Lifestyles Gloucestershire Weight Watchers Referral</li> <li>• Time to Talk Day</li> <li>• National Heart Awareness Month</li> <li>• Living with Covid</li> <li>• Focus on your Finances</li> <li>• Retirement Session</li> <li>• On Your Feet Britain</li> <li>• National Walking Month</li> <li>• Mental Health Awareness Week</li> <li>• Sun Awareness Week</li> </ul> <p>Wellbeing information/articles contained in the News4U (council internal monthly newsletter for staff)</p> <ul style="list-style-type: none"> <li>• Wellbeing Update/Yoga Sessions</li> <li>• Step Challenge</li> <li>• Flu Jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Cycle to work day</li> <li>• World Suicide Prevention Day</li> <li>• Macmillan coffee morning</li> <li>• Stoptober</li> <li>• World Mental Health Day</li> <li>• Alcohol Awareness Week</li> <li>• 16 Days of Action</li> <li>• Focus on your finances</li> <li>• More will be added to the list as the year progresses and some will also be promoted in the News4U monthly newsletters</li> </ul>
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		<ul style="list-style-type: none"> <li>• Retirement Training</li> <li>• Isolation and Covid update</li> <li>• Free flu vaccinations - News4U</li> <li>• Domestic Abuse and Stalking</li> <li>• Cycle scheme</li> <li>• Healthy Workplaces Award</li> <li>• Careline</li> <li>• Supporting Attendance Policy</li> <li>• Disability Confident</li> <li>• Nutrition and Hydration Week</li> <li>• Focus on your Finances</li> <li>• Menopause</li> </ul>	
<b>3. Training and Development</b>			
<b>Areas Identified</b>	<b>Status</b>	<b>Progress on 2021/2022 actions</b>	<b>Actions for 2022- 2023</b>
H&S training	😊	<ul style="list-style-type: none"> <li>• Playground Inspection Training</li> <li>• Tree Inspection Training</li> <li>• Level 3 in Inspecting Licensable Activities Involving Animals</li> <li>• Strategic Emergency Management</li> <li>• Mental Health First Aid Refresher</li> <li>• First aid at work</li> <li>• Legionella Risk Management</li> <li>• Asbestos Awareness</li> <li>• IOSH (Institution of Occupational Safety &amp; Health) certification</li> <li>• Fire Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Mental Health Awareness Sessions</li> <li>• Working at Heights</li> <li>• Manual Handling</li> <li>• Defib Training for First Aiders</li> <li>• IOSH Training</li> <li>• Fire Warden</li> </ul>
<b>4. Healthy Workplaces Gloucestershire Award</b>			
<b>Areas Identified</b>	<b>Status</b>	<b>Progress on 2021/2022 actions</b>	<b>Actions for 2022- 2023</b>

Assessment against criteria across all services		<p>The workplace wellbeing charter demonstrates the council's commitment to the health and wellbeing of the workforce and the following was achieved two years ago:</p> <ul style="list-style-type: none"> <li>• Leadership: Excellence</li> <li>• Absence Management: Excellence</li> <li>• Health and Safety: Excellence</li> <li>• Mental Health: Excellence</li> <li>• Smoking: Excellence</li> <li>• Physical Activity: Achievement</li> <li>• Healthy Eating: Achievement</li> <li>• Alcohol and Substance Misuse: Achievement</li> </ul>	<p>Maintain excellence standards and improve areas reaching achievement to excellence.</p> <p>This year the council engaged in the Gloucestershire Healthy Workplace Award scheme that follows broadly the same principals as the Workplace Wellbeing Charter and achieved foundation award level in June 2022. Feedback from the assessor was very positive. We are now working towards achieving the enhanced accreditation, which has only been achieved by one organisation in the County so far.</p>
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### 5. Service Reviews Health and Safety

Areas Identified	Status	Progress on 2021/2022 actions	Actions for 2022- 2023
As contained in the Keep Safe Stay Healthy Group plan which is continually updated and discussed at quarterly meetings.		<ul style="list-style-type: none"> <li>• Health &amp; Safety corporate/service risk assessments reviewed on annual basis or when changes are made including covid risk assessments.</li> <li>• Health, Safety &amp; Welfare overarching HSG65 Health &amp; Safety Management System review to be undertaken when services resume to normal post covid-19 pandemic</li> <li>• Managing Contractors Safely policy reviewed and revised.</li> <li>• A review of the online workstation training and risk assessment module was undertaken which resulted in a new hybrid course being launched in line with agile working policy which covers office/home and remote working.</li> </ul>	<p>In line with the Health and Safety Work Plan 2022-2023 the following will continue to be carried out/actioned plus further tasks will be added to this plan in accordance with the outcome of quarterly Keep Safe Stay Healthy meetings:</p> <ul style="list-style-type: none"> <li>• Covid-19 office arrangements will continue to follow Public Health guidelines.</li> <li>• Service risk assessments and corporate risk assessments will be reviewed on an annual basis</li> </ul>

		<ul style="list-style-type: none"> <li>• A review of the Staf Safety Register policy and procedure was undertaken which resulted in a request for this process to go digital.</li> <li>• Review of the Dealing with Abuse, Threatening Behaviour and Violence policy undertaken which is referred to in the Staff Safety Register policy.</li> <li>• Online workstation training and risk assessment review undertaken, the result being a new hybrid course was launched to cover office, home, and remote working in line with the Agile working policy.</li> </ul>	<p>or when changes occur.</p> <ul style="list-style-type: none"> <li>• Continuing to work with the transformation team to achieve a digital process for the Staff Safety Register.</li> <li>• Continuation of Health &amp; Wellbeing programme, plus further engagement in the Gloucestershire Healthy Workplace Award scheme as detailed in section 4 of this report.</li> <li>• H&amp;S information is provided by Ubico and reviewed by the Waste Team regularly and will be provided in the annual Ubico report to Overview &amp; Scrutiny Committee.</li> <li>• H&amp;S information will continue to be provided by the contractor (Places for People) to the Asset Manager of Property who manages and monitors the Tewkesbury Leisure Centre contract. All health and safety matters related to this contract is reported to the Strategic Leisure Partnership Group on a quarterly basis.</li> <li>• Environmental Safety Officer attending departmental meetings once a year (or when requested) in an H&amp;S advisory capacity.</li> <li>• Review of all council health and</li> </ul>
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			<p>safety policies which is an ongoing process. Lone working policy will be the first policy to be reviewed and a lone working audit undertaken across all services.</p> <ul style="list-style-type: none"><li>• Continue to monitor the online workstation risk assessment outcomes to ensure staff are working safely.</li><li>• Further tasks will be added to the plan throughout the year in accordance with the requirements of the Keep Safe Stay Healthy Group.</li></ul>
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