

Corporate Health and Safety Report

April 2022 – March 2023



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 2022-2023 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 Leadership Team. The Director of Communities 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 which was achieved within the period of this report.

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 further planned training for the coming year 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 the planned work from April 2022 to March 2023. These are detailed in appendix 1.

Proposed Health and safety Work Plan 2023–2024

The 2023-2024 workplan is attached as Appendix 1.

In line with the Health and Safety Work Plan 2023-2024 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 - 2 reported
- Members of the public - 0 reported

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

- 2 inclusions in the time period of this report.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) Riddor is the law that requires employers and other people in charge of work premises, to report records of:

- work-related accidents which cause deaths
 - work-related accidents which cause certain serious injuries (reportable injuries)
 - diagnosed cases of certain industrial diseases; and
 - certain 'dangerous occurrences' (incidents with the potential to cause harm)
- No RIDDOR 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 reviewed at contract meetings in order to identify trends relating to accident 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 Waste team and if a trend is identified it is queried with Ubico or the MRF contractor.

Tewkesbury Leisure Centre Contract (Contractor: Places Leisure)

A quarterly report is provided by the contractor to the Service Head of Asset Management who manages and monitor this contract. The report provided covers the performance, operations and health and safety which includes accident/incident statistics. RIDDOR incidents are reported within 24 hours to the Service Head of Asset Management and an accident/Incident trend analysis is undertaken by Places Leisure which is also a contractual requirement. All health and safety matters related to this contract are 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 2022 -2023 annual work plans have also been achieved or were on a rolling programme and included in the proposed Health and safety Work Plan 2023–2024 as detailed in appendix 1.


References

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

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Work Plan 2022/2023

1. Response to Covid 19 Pandemic			
Areas Identified	Status	Progress on 2022/2023 actions	Actions for 2023- 2024
Offices and related business settings	😊	As there is no longer a requirement for all employers to explicitly consider COVID-19 in their statutory health and safety risk assessments, corporate and service Covid-19 risk assessments have been removed from the intranet and filed safely for future reference if required.	Reducing the spread of respiratory infections, including COVID-19 in the workplace government guidance has replaced the Working safely during coronavirus (COVID-19) government guidance. The replacement guidance has been incorporated into service risk assessments-
2. Staff wellbeing			
Areas Identified	Status	Progress on 2022/2023 actions	Actions for 2023- 2024

Workplace wellbeing programme		<p>Posted on the council's Intranet or provided through Microsoft Teams or undertaken/arranged by the Social Committee.</p> <ul style="list-style-type: none"> • Stress Awareness Month • Brew Monday (Samaritans) • Healthy Lifestyles Gloucestershire • On your feet Britain • National Walking month • Sun Awareness Week • Mental Health Awareness Week • Retirement Session • Diabetes Awareness Week • Men's Health Week • Talk to us • Cycle to work day • Macmillan Coffee Morning • World Suicide Prevention Day • Stoptober • World Mental Health Day • Alcohol Awareness Week • 16 Days of Action • Focus on your finances • Healthy Lifestyles Gloucestershire Support • National Heart Awareness Month • Time to Talk Day • Neurodiversity Celebration Week • Debt Awareness Week • Nutrition and Hydration Week 	<p>Posted on the council's Intranet or provided through Microsoft Teams or undertaken/arranged by the Social Committee.</p> <ul style="list-style-type: none"> • Stress Awareness Month • On your Feet Britain • National Walking Month • Sun Awareness Week • Mental Health Awareness Week • Bike Week • Diabetes Awareness Week • Men's Health Week • Alcohol Awareness Week • The Big Listen (Samaritans) • Cycle to Workday • Migraine Awareness Week • Macmillan Coffee Morning • Stoptober • World Mental Health Day • World Menopause Day • 16 Days of Action focuses on domestic abuse and violence to
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3. Health & Safety Training			
Areas Identified	Status	Progress on 2022/2023 actions	Actions for 2023-2024
H&S training	😊	<ul style="list-style-type: none"> • Mental Health Awareness Sessions • Working at Height • Manual Handling • First Aid • Defib Training for First Aiders • IOSH Training for managers • Fire Warden • Asbestos Awareness • Legionella Risk Management • Playground Inspection • DSE training 	<p>Further training will be undertaken this year in line with service requirements and the KSSH group plan.</p> <p>The council are also launching a Self-Service training platform in the autumn which will include health and safety training.</p>
4. Healthy Workplaces Gloucestershire Award			
Areas Identified	Status	Progress on 2022/2023 actions	Actions for 2023- 2024

Assessment against criteria across all services	😊	<p>The Gloucestershire Healthy Workplace award demonstrates the council's commitment to the health and wellbeing in the following topics:</p> <ul style="list-style-type: none"> • Organisation • Communication • Recruitment and Retention • Mental Wellbeing and Stress Reduction • Back Pain & Reduction • Smoking • Alcohol and Substance Misuse • Physical Activity • Healthy Eating • Personal Safety & Environmental Health <p>The council engaged in the Gloucestershire Healthy Workplace Award Scheme and achieved foundation award level in June '22. Feedback from the assessor was very positive.</p> <p>The council then worked towards enhanced accreditation, which was achieved in Nov '22 and once again the feedback was very positive.</p>	The only area identified for improvement moving forward was to continue to build on the wellbeing initiatives that will bring people together in healthy activities, such as walking meetings, team challenges, and wellbeing sessions which is covered in the Wellbeing programme assisted by the Social Committee.
5. Keep Safe Stay Healthy Plan			
Areas Identified	Status	Progress on 2022/2023 actions	Actions for 2023- 2024
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"> • Health & Safety corporate/service risk assessments reviewed on annual basis or when changes occur. The risk assessment template to assist with this requirement has also been reviewed and revised. • Monitoring of the Health & Safety Management System HSG65 Checklist which scores the councils corporate health and safety management system. This is undertaken annually, and the outcome reported to the KSSH group and the Leadership Team. • The Staff Safety Register guidance and procedures reviewed 	<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"> • Service risk assessments will be reviewed on an annual basis or when changes occur.

		<p>and revised in line with new digital process. The Staff Safety Register has now been digitalised and was launched in Feb 2023.</p> <ul style="list-style-type: none"> • Review of Lone Working policy has also been completed and placed on the intranet and an audit of the recording and monitoring of lone workers has been undertaken across all services. • Accident and Incident Policy reviewed and revised. • Display Screen Equipment policy written in line with the online Cardinus workstation training and risk assessment system. • Departmental meetings undertaken throughout the year by Environmental Safety Officer to assist with risk assessment reviews and lone working arrangements. • The online workstation risk assessment system has been monitored ongoing to ensure staff are working safely in the office and when working remotely. 	<ul style="list-style-type: none"> • Waste and ground maintenance contract H&S updates will continue to be reported by the Waste Team manager at the quarterly KSSH group meetings. Further detail in main body of this report. • H&S updates relating to the Leisure centre contract will continue to be reported to the KSSH group on a quarterly basis by the Property Asset Manager. Further detail provided in the main body of this report. • Environmental Safety Officer attending departmental meetings as and when required in a H&S advisory capacity. • Review of all council health and safety policies which is an ongoing process. The overarching Health, Safety & Welfare policy was reviewed in May and amended in line with new management structure. • Continue to monitor the online workstation risk assessment outcomes to ensure staff are working safely. • Actions required to assist staff with Aggressive Behaviour from the public which has escalated over the last 2yrs. • Further tasks will be added to
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			the plan throughout the year in accordance with the requirements of the Keep Safe Stay Healthy Group.
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