

**REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****HEALTH AND SAFETY REVIEW AND ACTION PLAN APRIL 2022-23****Purpose of the Report**

1. To inform Members of key health and safety activities during the period April 2021-22 and ongoing health and safety management system developments.
2. To seek approval for the Corporate Health and Safety Action Plan 2022-2023 (Appendix A)

**Information****Health and Safety management system development**

3. The British Standards institute (BSI) have undertaken two ISO45001 continuing assessment visits during this period, July 2021, and January 2022.
4. No major nonconformities have been raised and only minor operational or documentation issues identified.
5. The audits continue to find that the council's health and safety management system remains effectively implemented and capable of meeting internal and legislative requirements
6. Work to close those latent gaps against the ISO45001 management standard, since being awarded certification, has continued with only three remaining for closure at the planned July 2022 assessment. These relate to context of the organisation and a process for identification of risk variances and health and safety needs of interested parties.
7. A process of rationalising documents and improvements to the health and safety intranet pages has been undertaken making information more accessible.
8. Building on the remote working approach developed over the last two years, a manager's annual self-assessment (F45-2) has been launched replacing the former SR60 management arrangements form.

9. The new F45-2 has been rolled out to group and team managers for self-completion with returns individually reviewed by senior health and safety business partners. This has facilitated both dialogue on safety matters with managers and enabled a broader assessment of compliance.
10. Work continues to embrace good practice from the ISO 45003 standard focusing on psychosocial risks in the workplace which recognises the long-term mental health impact of the pandemic on workers from factors like social isolation, exposure to trauma and lack of control over events.
11. A successful ISO 45003 workshop sponsored by Nottingham University and the Council was run at County Hall on the 25<sup>th</sup> March bringing together interested parties from lead bodies, private industry and the public sector examining the application of the standard and the start point for further joint working moving forwards.
12. Health and safety and HR Colleagues are working together to build on existing processes and initiatives supporting employee wellbeing and address the emerging psychosocial risks arising post Covid 19 pandemic.
13. The next continuing assessment visit will be 18 and 19 July 2022 and will also include a strategic review of health and safety performance over the last three years based on BSI's audit findings. Positive outcomes will lead to a recommendation of ISO45001 re-certification for the council for a further three years.

### **Health and Safety action plan**

14. The Health and Safety Action Plan for April 2022-23 is attached at appendix A.
15. This sets out key safety activity for the period and is required under objective setting to meet the requirements of the ISO45001 standard.
16. Progress will be monitored by both BSI during continuing assessment visits and at Health and Safety Compliance Board as an ongoing management review.

### **Corporate building reoccupation**

17. The Health and Safety Team in conjunction with property and facilities management focussed last year on maintaining effective infection prevention and control (IPC) measures in line with government and Health and Safety Executive statutory Covid related requirements.
18. Initial preparations focussed on social distancing, pedestrian routing and cleaning regimes moving latterly to ventilation, something which continues to be important moving forward with the identification and remedy of poorly ventilated areas.
19. A three-point supporting inspection regime was established with over 70 inspections across key buildings being undertaken. These looked at effectiveness of emergency procedures considering reduced staffing numbers, compliance with IPC control measures and staff behaviours and safety concerns.

20. Revised fire safety procedures have resulted from issues identified during site checks and are currently being rolled out ensuring a robust approach moving forward into a hybrid working environment as reported to Personnel Committee 24 January 2022.
21. Challenges remain establishing effective personal emergency evacuation plans (PEEPS) but work with the Business Disability Forum and Corporate Disabled Workers Group is giving direction to finding a workable solution with improvements to the former already being made in respect of understanding individuals evacuation requirements, numbers of persons requiring support and information security of PEEPS documents.

### **Covid 19 support**

22. Work continued during 2021 providing support to personal protective equipment distribution. A senior advisor committed dedicated days to verify PPE standards, undertake checks to maintain suitability and review and investigate reported defects as well as the provision of general advice.
23. Health and safety support contributed to the successful Go Award the council received for personal protective equipment procurement and distribution.
24. The Health and Safety Team also provided the safety component to the establishment of community lateral flow test sites, undertaking initial risk assessments and routine compliance monitoring visits in liaison with the fire service and other partners. 38 inspections of these facilities were undertaken.
25. Support continued with the transition to mobile test units and the management of both road risk from the vehicle towed units and the temporary demountable structures utilised.
26. Schools and academies were supported enabling site-based education to continue with specific inputs into onsite Covid testing, air quality monitoring and risk assessment following the Government's distribution of carbon dioxide monitors.
27. As Government schools guidance changed and was updated, inputs to whole school risk assessment was provided together with the adapting of supporting training to online sessions.
28. An additional 51 face fit tests were undertaken since April 2021 for persons working with those most vulnerable in special educational needs and social care requiring a higher degree of respiratory protection. This saw a fall in demand from the previous year but brings the total delivered overall to 395.
29. To provide a degree of resilience moving forward, the Health and Safety Team will maintain its capability to face fit test and hold a contingent stock of appropriate facemasks and test kits together with a programme of retesting staff according to user demand.

### **Performance monitoring**

30. No enforcement action has been taken against the council in respect of health and safety breaches and no requests for enforcing authority investigations were received during the last year.

31. No corporate complaints have been received against safety standards or performance.
32. A focussed audit programme was undertaken with strict IPC Covid 19 control measures in place seeing 82 audits across educational establishments, 30 Inspire audits and 3 corporate audits.
33. Incidents and accidents reportable under Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) have fallen by circa 28% this year.

#### **RIDDOR incident comparison 2020-21 and 2021-22**

Department	1.4.20-9.3.21		1.4.21 - 9.3.22	
	Over 7 Day Absence	Specified Injury	Over 7 Day Absence	Specified Injury
Adult Social Care	3	0	1	0
Chief Executives	0	1	0	0
Children's, Families and Schools	4	1	3	1
Local Authority Schools	3	2	4	5
Place	4	3	1	0
<b>Total</b>	<b>14</b>	<b>7</b>	<b>9</b>	<b>6</b>
<b>Year overall total</b>	<b>21</b>		<b>15</b>	
<b>Indicator per 1000 employees</b>	<b>2.8</b>		<b>2.00</b>	
<b>Percentage Change</b>	<b>Decrease by 28%</b>			

#### **Other Options Considered**

34. No other options have been considered.

#### **Reasons for Recommendations**

35. Elected members require visibility of health and safety performance, compliance and risk control measures in place to make informed decisions affecting the Council's health and safety risks.

#### **Statutory and Policy Implications**

36. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Data Protection and Information Governance**

37. There are no implications arising directly from this report as no individual or personal data or information is used.

## **Financial Implications**

38. There are no additional financial implications arising from this report.

## **Human Resources Implications**

39. These are outlined in the body of the report. The health and safety support provided in line with government guidance aims to ensure the continued health, safety and wellbeing of staff.

## **Public Sector Equality Duty Implications**

40. The proposals in this report meet the Council's existing commitment to meeting, and where possible exceeding, the statutory requirements of the Equality Act 2010.

## **RECOMMENDATIONS**

It is recommended that Members:

- 1) Approve the Corporate Health and Safety Action Plan 2022-2023 attached as Appendix A.

**Marjorie Toward**  
**Service Director - Customers, Governance and Employees**  
**Chief Executive's Department**

**For any enquiries about this report please contact:**

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## **Constitutional Comments (KK 23/03/2022)**

41. The proposals in this report are within the remit of the Personnel Committee.

## **Financial Comments (SES 22/03/2022)**

42. There are no specific financial implications arising directly from this report

## **HR Comments (JP 06/04/2022)**

43. The Council has an ongoing commitment to managing Health and Safety. Planning and performance review are key requirements of the Health and Safety Management System.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

## **Electoral Division(s) and Member(s) Affected**

- All