

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE</b>	<b>AGENDA ITEM: 14</b>
<b>DATE OF MEETING:</b>	<b>24 NOVEMBER 2022</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>TONY GUEST, HEALTH &amp; SAFETY OFFICER</b> <a href="mailto:antony.guest@southderbyshire.gov.uk">antony.guest@southderbyshire.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>ANNUAL HEALTH AND SAFETY REPORT 2021-22 AND ACTION PLAN 2022-23</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: FM 17</b>

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## **1.0 Recommendations**

- 1.1 That the key health and safety achievements and performance for the year ending 31 March 2022 are noted.
- 1.2 That the Health and Safety Action Plan for 2022/23 as detailed in Appendix 2 is approved.

## **2.0 Purpose of the Report**

- 2.1 To provide an overview of the Council's health and safety performance and detail the approach taken in enabling managers and employees to understand and fulfil their health and safety duties and responsibilities. This report covers the past two years due to the impact of the COVID pandemic and not being able to submit a separate report for 2020/21.
- 2.2 The Health and Safety Action Plan 2022/23 attached at **Appendix 2** has been presented to and approved by the internal Health and Safety Committee on 13 April 2022 to agree the priorities for this year. In addition, an independent review of health and safety practices and culture at the Council has been commissioned. and is currently being progressed

## **3.0 Detail**

- 3.1 From 23 March 2020, the landscape and profile of health and safety practice changed. With the onset of the COVID-19 pandemic and the Government announcing the first national lockdown, followed by two other periods at the end of October 2021 and then again on 4 January 2022, any previous priorities for health and safety work were put to one side and the focus switched to supporting the global/national and local response to the pandemic.
- 3.2 The day-to-day focus was on measures to be taken to protect the public, reduce the demand on the NHS and other care providers and to progress action to ensure the health and safety of the Council's workforce as they continued to provide services throughout the pandemic.

- 3.3 The Council was a key player in the national response enabling resources and facilities for testing, vaccinations and supporting residents, businesses and other partners with the provision of advice, support and monitoring to control and manage the spread of the virus. It is important to note that this work still continues with further vaccinations being provided over the coming months.
- 3.4 This report focuses on the health and safety actions and measures taken internally in the main but it is important to recognise that a significant amount of time was required to interpret and apply Government and Public Health guidelines relating to the pandemic and control measures and a constant theme throughout was change.
- 3.5 Every service area was affected and had to change/amend or review how they delivered services to residents and customers. The Health and Safety Officer provided ongoing support, advice and guidance with the development of risk assessments, control measures and practical advice based on national guidance and the local requirements to control the risk of and impact of COVID-19 on people and services.
- 3.6 Throughout this time, risk assessments and control measures were subject to constant update and review as the national guidance changed, restrictions were either amended or lifted (and then put back in place) and following the roll out of the national vaccination programme the management of COVID changed again.
- 3.7 In addition to this work, it was important to progress other activities in the Health and Safety Action Plan as appropriate. This included the provision of training for the workforce, investigation of incidents and the establishment of new working process for workstation assessments, the provision of workstation equipment and the extension of the lone working system (SoloProtect).
- 3.8 The Council has in place a framework to monitor and track Health and Safety performance with monthly meetings with the Strategic Director (Corporate Resources) and the Health and Safety Committee that meets quarterly with two Elected Members as Health and Safety Champions.
- 3.9 Professional support and advice for managers, employees and partners of the Council is provided by the Health and Safety Officer who is part of the Organisational Development and Performance Service Unit.

#### **4.0 Main Achievements**

- 4.1 As noted in the report, supporting the national response to the pandemic has been the priority over the past couple of years. A summary of work completed includes;
- Provided professional advice and support for Leadership Team, Heads of Service, employees and people working on behalf of the Council on the interpretation of all COVID related guidance issued.
  - Development, update and communication of a corporate Covid risk assessment that was subject to regular update and review. This was published on the internal staff network (Connect) and shared with the Trade Unions

- Assisting and advising the National Health Service and the Armed Forces in the provision and risk reduction of COVID 19 testing stations and vaccination centres.
- Working with colleagues in Property Services with the review of office accommodation and working arrangements to be put in place for staff to be able to work safely in the office environment. This included identifying numbers of people that could work in office spaces, siting of desks, provision of sanitising materials and office cleaning arrangements.
- Established arrangements for DSE and workstations assessment to be completed virtually for staff working from home and for the delivery of any workstation equipment that was required. Working in conjunction with an external partner (Posturite), this included the correct set up and use of essential workstation equipment to staff working from home.
- Developed resources to support the physical and mental health and wellbeing of staff working remotely.
- Supported service areas with reviewing, testing and updating risk assessments and monitoring the control measures implemented.
- Conducted risk assessments for staff classed as Clinically Extremely Vulnerable/ Clinically Vulnerable due to COVID 19. Continuing support for such staff to ease anxiety and increase confidence to attend the workplace.
- Support when restrictions were being lifted on the actions that can be taken within service areas to ensure they remained compliant with national or industry guidelines
- Provision of advice, materials and information including regular communications issued to the workforce and residents.
- Supported the corporate project team working on the new service delivery and employment models being used across the Council.
- In line with government guidance to control the risk of transmission of respiratory illness, worked with colleagues in Corporate Property to introduce new working procedures and protocols at the Civic Offices areas that includes the trial of CO2 monitors to improve ventilation in office spaces. The data from these monitors are being reviewed weekly to ensure staff compliance and risks are controlled. This will be extended to other office locations over the coming months.
- Provided advice and support for the completion of the Derbyshire County Elections held in 2021.
- Assisted with the arrangements for enabling members of the public to access the Civic Offices
- At the end of 2021, Government restrictions were relaxed and reduced with further guidance issued in relation to living and working with COVID 19. This guidance applied specifically to working in office areas and indoor spaces and grouped COVID 19 together with other similar respiratory illnesses. Office and

indoor spaces have been assessed with a new risk assessment being devised, implemented, and issued to staff and trade unions.

- Provided advice and support for the re-commencement of formal Committee meetings including the provision of additional equipment to improve airflow and ventilation in different venues including the Council Chamber
- Worked with all service areas to identify the health and safety implications of staff working both remotely and in the office to ensure that appropriate levels of service were maintained to members of the public
- Identified and provided advice on control measures that were proposed to ensure the continued delivery of front line services throughout the pandemic. In particular the arrangements to ensure compliance with the national control measures around social distance and using PPE equipment.
- The completion of risk assessments across all services areas amounting to over 300 reviews in relation to COVID.
- Provided a blended approach to learning and development activities including bespoke training for front line workers in control measures linked to working during the pandemic.
- Supported different service areas with the arrangements to install control measures to protect staff whilst at work such as screens, Personal Protective Equipment (PPE) and training on how to use, remove and dispose of safely any equipment used.
- Supported housing with the review of fire risk assessments for Council housing stock. Advice on prioritising recorded risks and recommendations to reduce the risk of fire.
- Providing professional advice for the review of Corporate and Service Health and Safety Policies and Procedures.
- Reviewed and updated the procedures for Lone Working including the provision of an extra 90 lone worker devices (SoloProtect) and training.

4.2 Going forward the challenges remain as COVID 19 is still in existence and has changed the behaviours of employers and employees in relation to health and safety practice. Keeping up to date with guidance, supporting staff with correct advice and guidance is important to ensure the Council adequately control the risks to all relevant persons working in and visiting Council property.

### **Incident reporting**

4.3 The consistent monitoring, investigation and taking appropriate actions following any incident within the Council are one of the key requirements for good health and safety practice. Any incident that results in an employee being unable to work for seven consecutive days, results in a fatality and/or specified injuries (such as fractures, amputations) are classed as a 'RIDDOR' and are reported to the Health and Safety Executive (HSE) which is the government agency that deals with health and safety matters nationally. (*RIDDOR stands for Reportable Injuries, Diseases and Dangerous Occurrence Regulations*). It should be noted that COVID-19 is classed as a reportable disease and under defined criteria is reportable as a RIDDOR.

- 4.4 As well as reporting those that result in an injury to an employee or member of the public, it is also important to record any 'near misses'. These help to identify any potential risks to others and enable managers to review and update existing work practices.
- 4.5 As required by the HSE, incident reporting has focused on work related incidents and this approach was adopted by the Council from April 2016. Since this time, whilst the number of incidents has continued to rise year on year since 2016, there has been a reduction in incidents over the last two years as summarised below.
- Year 2021/22 - 18 incidents
  - Year 2020/21 - 25 incidents
  - Year 2019/20 - 36 incidents
  - Year 2018/19 - 33 incidents
  - Year 2017/18 - 25 incidents
  - Year 2016/17 - 20 incidents
  - Year 2015/16 - 56 incidents (reporting criteria changed)
- 4.6 Using this method enables a clear focus on actions that can be taken to improve working practices, where additional training is required, or different resources/equipment can be used.
- 4.7 The total number of work-related incidents for the year 2021/22 was 18 (25 in 2020/21) of which five were RIDDOR reportable (four in 2020/21). These are shown in Appendix 1. It should be noted that these figures include two work related near misses and exclude non-work-related incidents as noted above.

### **RIDDORs**

- 4.8 There were five RIDDOR reportable accidents during the year 2021/22.
- Two employees were involved in being struck by vehicles, one sustaining a fracture to the lower leg, and one sustaining minor injury.
  - One employee was involved in a verbal and physical assault which resulted in absence from work due to physical injuries and anxiety.
  - One employee was involved in an animal related incident sustaining a bite to the body.
  - One member of the public sustained a fracture when taking part in a leisure activity at Hatton Park.
- 4.9 All incidents were fully investigated with actions, including personal welfare consultations, refresher training and reinforcement of safe systems of work, were taken to reduce any identified risks. Further details are provided in Section 5.

### **Training**

- 4.10 The proven method for establishing and maintaining a positive health and safety culture is to provide training for staff and managers.
- 4.11 During the pandemic and until government relaxation of restrictions, considerable resources were concentrated on training, information and toolbox talks for COVID safety and the protection of frontline workers. All mandatory and COVID training was

scheduled with available resources and rescheduled due to staff absence [COVID related] and the demands for essential services to the public.

- 4.12 The Council continued with its portfolio of health and safety training courses in subjects such as Basic Health and Safety Awareness, Manual Handling, Risk Assessment for Assessors, Fire Warden Procedures, and a range of toolbox talks primarily aimed at front line workers that focus on operational use of equipment and working practices.
- 4.13 Separate training in Health and Safety Awareness that details the responsibilities of Elected Members has also been provided with further sessions planned. This included an overview of lone working and the public threat of violence to Elected Members.
- 4.14 All courses are based on training systems and associated codes of practice and guidance issued by the Health and Safety Executive and Institute of Fire Safety Managers.
- 4.15 Details of training activities is reported to the Health and Safety Committee and an overview provided at the end of April 2022 showed;

#### Health and Safety Basic Awareness.

Delivered on Teams and in person as required.

71% of staff have completed the training.

#### Stress Awareness

Delivered on Teams and in person as required.

75% of staff have completed the training.

#### Safeguarding

Delivered on Teams and in person as required.

73% of staff have completed the training.

#### Managing employee wellbeing

Delivered on Teams also in person as required.

88% of managers have completed the training.

#### Attendance management

Delivered on Teams also in person as required.

90% of managers have completed the training.

#### Risk management

Delivered on Teams and in person as required.

16% of managers have completed the training.

### **Additional Health and Safety training**

#### Manual Handling Training –front line workers

58% of staff have attended bespoke session with further planned during 2022

#### Reversing Assistant training – front line workers

29% of staff have attended bespoke session with further planned during 2022

#### Spill Kit training – front line workers

39% of staff have attended bespoke session with further planned during 2022

#### Grounds maintenance operations – front line workers

Training has been provided in the safe use of equipment for different activities for new members of staff and refreshers as appropriate in;

Chipper, Cutter, Mower, Strimmer and Digger operations

#### Asbestos Awareness Training – front line workers and staff

Accredited training has been provided for 19 members of staff

#### Mental Health First aid and Self Care

17 employees have attended training and support other colleagues with their mental health

- 4.16 The training scheduled for 2022/23 will provide opportunities for employees to attend mandatory and other training specific to their job role. This should continue the positive trends in the completion levels across the Council and will be supported by regular quarterly updates to Heads of Service to monitor levels of attendance in their service.

### **Workplace Inspections, Risk Assessments and Audits**

- 4.17 Risk assessment reviews have been conducted as and when the guidance around COVID-19 changed or was amended. This created a constant high workload for the following reasons:
- Prioritising and rescheduling inspections, audits, and reviews.
  - Reviewing 300 risk assessments involving all service areas.
  - Regular consultation and support provided to staff online and within the workplace.
  - Organising and completing workplace inspections and audits throughout all service areas to enforce and re-affirm that control measures were reducing risk to staff.
  - Observing the working practices of refuse crews, provision of additional guidance and support around the use of banksmen and traffic management on and around the site.

- Visual inspections took place off site on a weekly basis to ensure refuse crews were complying with COVID safe working practices such as mask wearing and ventilation in cabs. This system of inspection was essential to keep the risk of transmission between staff low therefore ensuring services to the public were maintained.
- Observing separate vehicles for refuse crew members that were provided to follow refuse vehicles to ensure staff were separated and complied with social distancing measures.
- Inspections and audits at Rosliston Forestry Centre, local community centres and cemeteries where there was limited public attendance and leisure activities undertaken.

### **Professional Support**

- 4.18 Advice and support is provided across all service areas with the completion and review of risk assessments, incident investigations and the implementation of appropriate control measures, use of the IT Health and Safety System (AssessNET) and the development of bespoke training and toolbox talks.

### **Incident analysis**

- 4.19 The Health and Safety Officer is responsible for producing management information on the number of incidents occurring, as well as carrying out investigation and reporting to the HSE where required.
- 4.20 Statistics are collated and reported to the Health and Safety Committee on a quarterly basis. This Committee reviews the incidents to identify any trends and makes recommendations on any actions or learning that needs to be implemented.
- 4.21 The Strategic Director (Corporate Resources) chairs the Health and Safety Committee. The Elected Member Champions for Health and Safety, Officers from across the Council, along with Trade Union Health and Safety representatives also attend the meeting.
- 4.22 An annual trend analysis of all incidents/accidents has been produced for April 2021 – March 2022 with a comparative analysis provided for the previous year 2020 - 2021. Further analysis on the work-related incidents for the current year are included at **Appendix 1**.
- 4.23 In the year (April 2021 – March 2022) there were 18 incidents, five of which were reported to the HSE, as RIDDOR reportable incidents. This represents a reduction of seven from the previous year where 25 incidents occurred. There was an increase in one more RIDDOR, five, compared to four in 2020/21.
- 4.24 The highest incident rate for 2021-2022 is manual handling which is consistent with the previous year. Incidents of verbal and physical aggression also increased. This did not constitute a consistent trend over the year 2021-2022, however, within the previous three years an increasing trend of physical abuse has been identified to 'lone workers' one that has resulted in a serious injury to a member of staff. On extensive review and investigation additional control measures have been implemented in the form of 'lone worker devices' to reduce risk to all designated lone workers.
- 4.25 There was a greater total of work-related incidents, 18 compared to 11 non-work-related incidents. The decrease of non-work-related incidents is due to COVID 19



restrictions and limited public attendance at Council venues. Work related incidents are shown in Appendix 1.

## **5.0 Health and Safety Action Plan for 2022-2023**

5.1 The Plan for 2022/23 will be largely focused on returning to basic and proven health & safety systems in the form of training, inspections, and audits for service areas and specifically areas involved in high-risk work activities. Alongside this, the risks posed from respiratory illness will be closely monitored to ensure risks are reduced and managed.

The Health and Safety Action Plan for 2022-23 is attached at Appendix 2. Other actions that are planned include;

- To provide advice and guidance relating to the new Flexible Working Policy and in particular the continued provision of DSE/workstation assessments, equipment and working practices.
- To support the review of the arrangements in place to control levels of CO2 in office environments and the extension of the monitoring in to other office locations.
- Increase the provision of training for front line workers to include bespoke sessions in manual handling, reversing, COSHH and risk assessments.
- To review and effectively manage the risks associated with lone working and the use of the lone worker device (SoloProtect)
- To complete health and safety audits at high-risk areas such as the Depot and providing mentoring to managers so they can complete the audits.
- To review the functionality of AssessNET and enable the electronic recording of accidents to reduce the reliance on paper-based systems and improve the provision of management information.
- To complete reviews of Health and Safety procedures and policies
- To provide support for the provision of health and wellbeing activities for the workforce.

### **Health and Safety culture and behaviour review**

5.2 To support the Council to identify any changes to improve the health and safety culture and behaviours across the workforce, an independent review has been commissioned. This is being undertaken by an external partner who has experience and knowledge in this area and will be completed through meetings with key staff across all service areas, review of existing practices and surveys if required. Once completed the findings will be presented to the Health and Safety Committee.

### **Health and Safety Training**

5.3 An overview of the training scheduled/completed for 2022/23 includes;

- Provision of mandatory training activities.
- Bespoke training for front line workers in reversing, manual handling, health and safety and risk assessment.

- Completion of staff orientation sessions for flexible working.
- Increase library of Health and Safety e-Learning resources on Skill bites (E-Learning)
- Mental Health and wellbeing sessions.
- Health and Safety training for Elected Members.
- COSHH and manual handling training for cleaning staff.
- Manual handling, risk assessment and health and safety awareness for Rosliston Forestry centre and Summer Playscheme staff.
- Working at height and fire safety awareness for Careline staff
- First Aid at work training
- Fire Warden training for the new arrangements in place at the Civic Offices
- Handling conflict and aggression training for front line workers

5.3 In addition to this, the Council has worked with Zurich to provide training for Senior Officers and managers/officers in Behavioural Safety Training, Managing contracts and contractors and undertaking health and safety inspections.

## 6.0 Financial Implications

6.1 The costs of the additional equipment and assessments organised through the external partner, Posturite are shown below. It should be noted that virtual assessments are completed at the request of the employee and that other on-line DSE training is available to employees using the on-line health and safety system, AssessNET.

6.2 These costs of the equipment provided is being funded through monies provided to the Council to respond to the pandemic. Any equipment purchased remains the property of the Council.

Table 1: Summary of Workstation Equipment

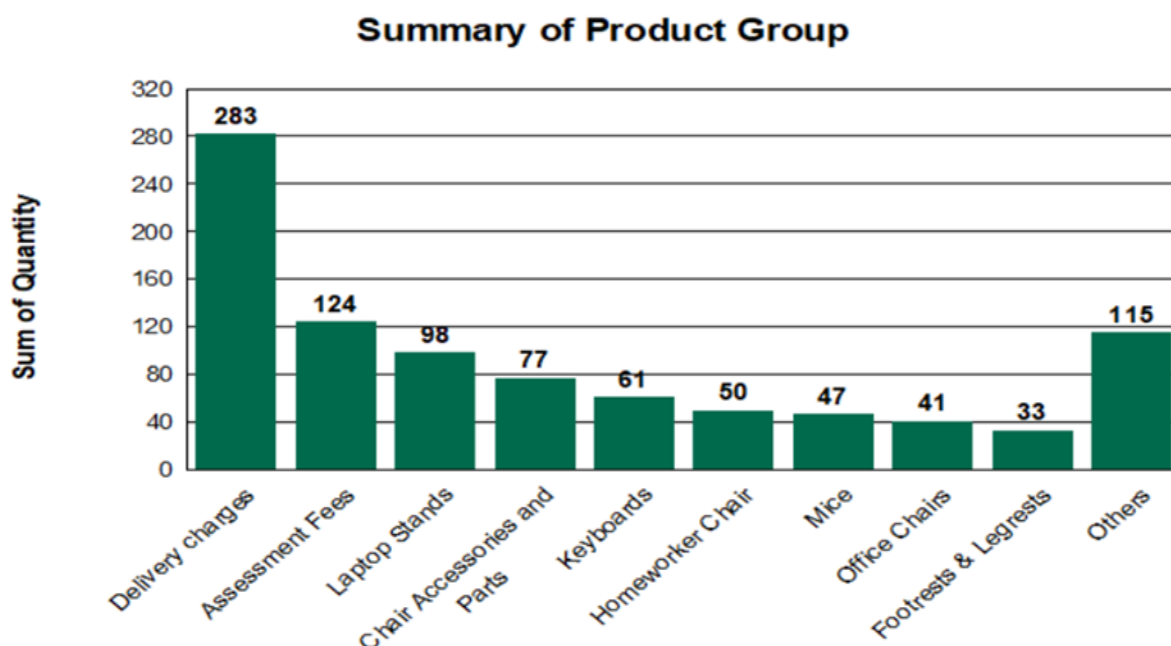


Table 2: Summary of Assessments

	Assessment	Total
Total	143	143
2020	53	53
2021	63	63
2022	27	27

Table 3: Summary of Costs

### Summary of Spend

	Total	2020	2021	2022
<b>Total</b>	68,450.76	20,140.20	29,670.48	18,640.08
<b>CONSULTANCY</b>	395.00	0.00	0.00	395.00
<b>CURATIVE</b>	66,915.20	20,140.20	28,529.92	18,245.08
<b>ENABLEMENT</b>	1,140.56	0.00	1,140.56	0.00

- 6.3 The provision of the additional SoloProtect lone worker devices has been funded from existing budgets.
- 6.4 The external review of the health and safety culture and behaviour is estimated at £11,300 and this will be funded from existing budgets.
- 6.5 The training provided by Zurich is from a historic budget reserve of £12,000 along with an annual budget for this year of £5,000. This is for Zurich's services, through the risk management fund.

## 7.0 **Corporate Implications**

### **Employment Implications**

- 7.1 Having effective health and safety arrangements promotes better working methods and early, preventative action to protect the health and well-being of the workforce.
- 7.2 In relation to the current and potential workforce, this includes positive consideration towards any workplace adaptations or resources that can support an individual with health and/or medical conditions as well as pregnant employees.

## **Legal Implications**

- 7.3 The Health and Safety at Work Act 1974 and Management of Health & Safety at Work Regulations 1999 is the primary legislation and sets down the minimum requirements for health and safety practice that should be observed by the Council.

## **Corporate Plan Implications**

- 7.4 The approach and arrangements detailed in this report underpins and supports all the key themes under the Corporate Plan and in particular the People theme.

## **Risk Implications**

- 7.5 The HSE can impose several sanctions against any employer who breach or otherwise fail to comply with Health and Safety Legislation. This can range from improvement notices through to extensive fines which not only cause financial implications but also damage the employer's reputation. Most importantly, it can have a direct and life changing impact on the workforce or recipient of any services provided by the Council. The effective management of health and safety is therefore recognised as a key risk and the detail in this report sets down how the Council is managing and improving their approach to health and safety.

## **8.0 Community Implications**

- 8.1 The Council has a responsibility for providing a safe work environment for its employees and any members of the public, contractor or visitor receiving services or accessing buildings or areas managed or owned by the Council. The arrangements detailed in this report outline how this responsibility is managed.

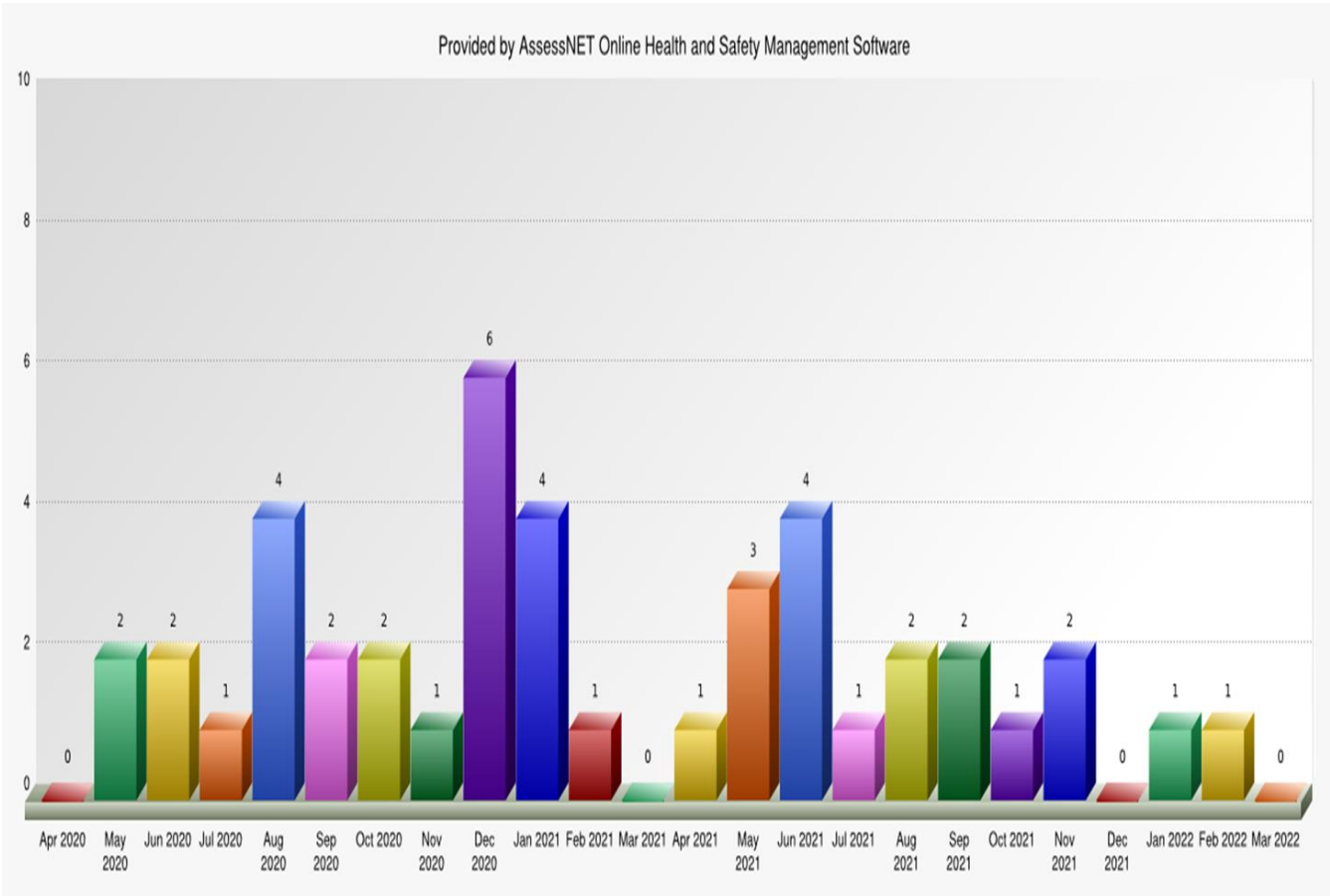
## **9.0 Background Papers**

- 9.1 Health and Safety Annual Report 2019/20.

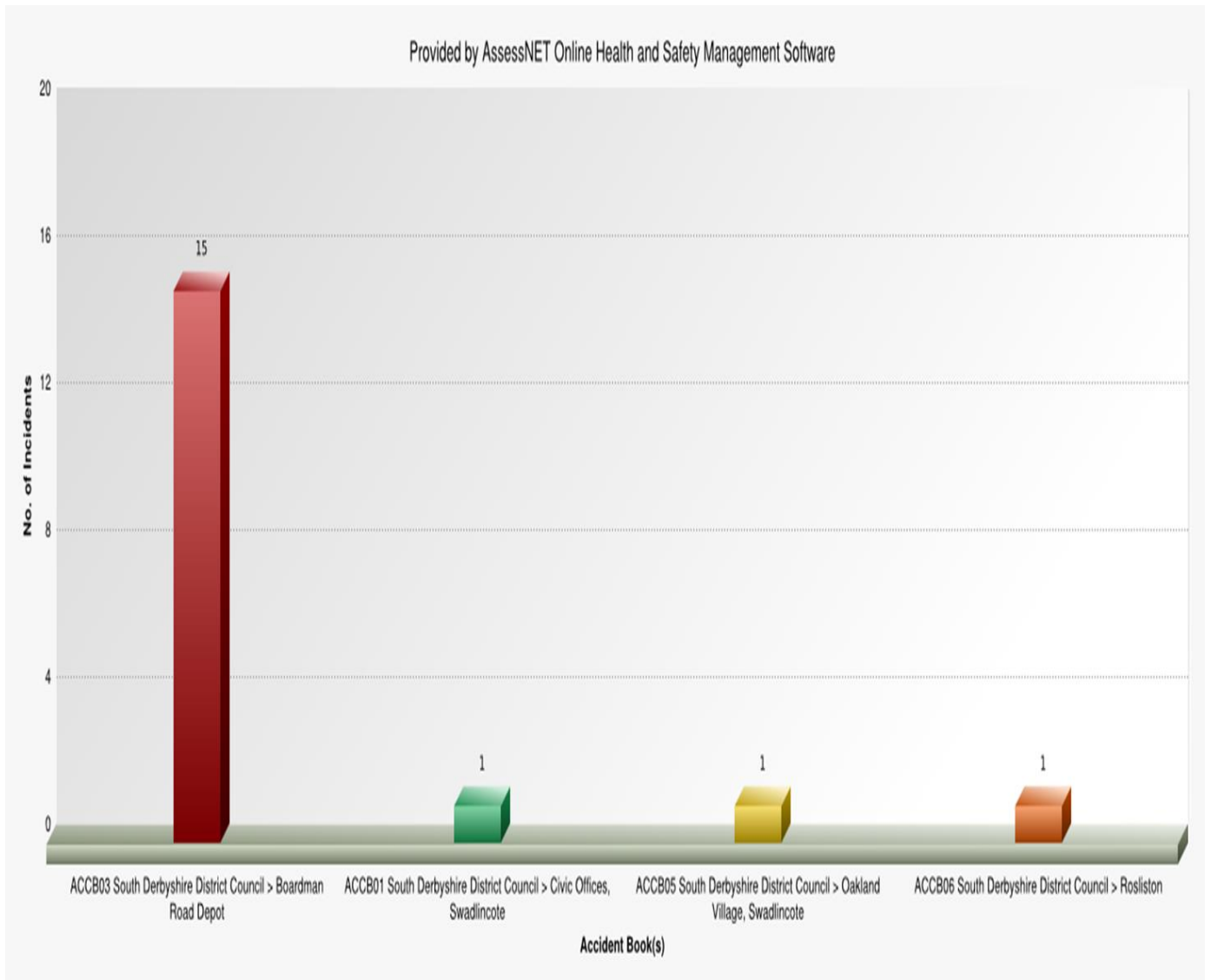
### Accident Statistics for 2021/22

For the year April 2021 – March 2022, there were 18 work related accidents/incidents, five of which were reported to the HSE, as RIDDOR reportable.

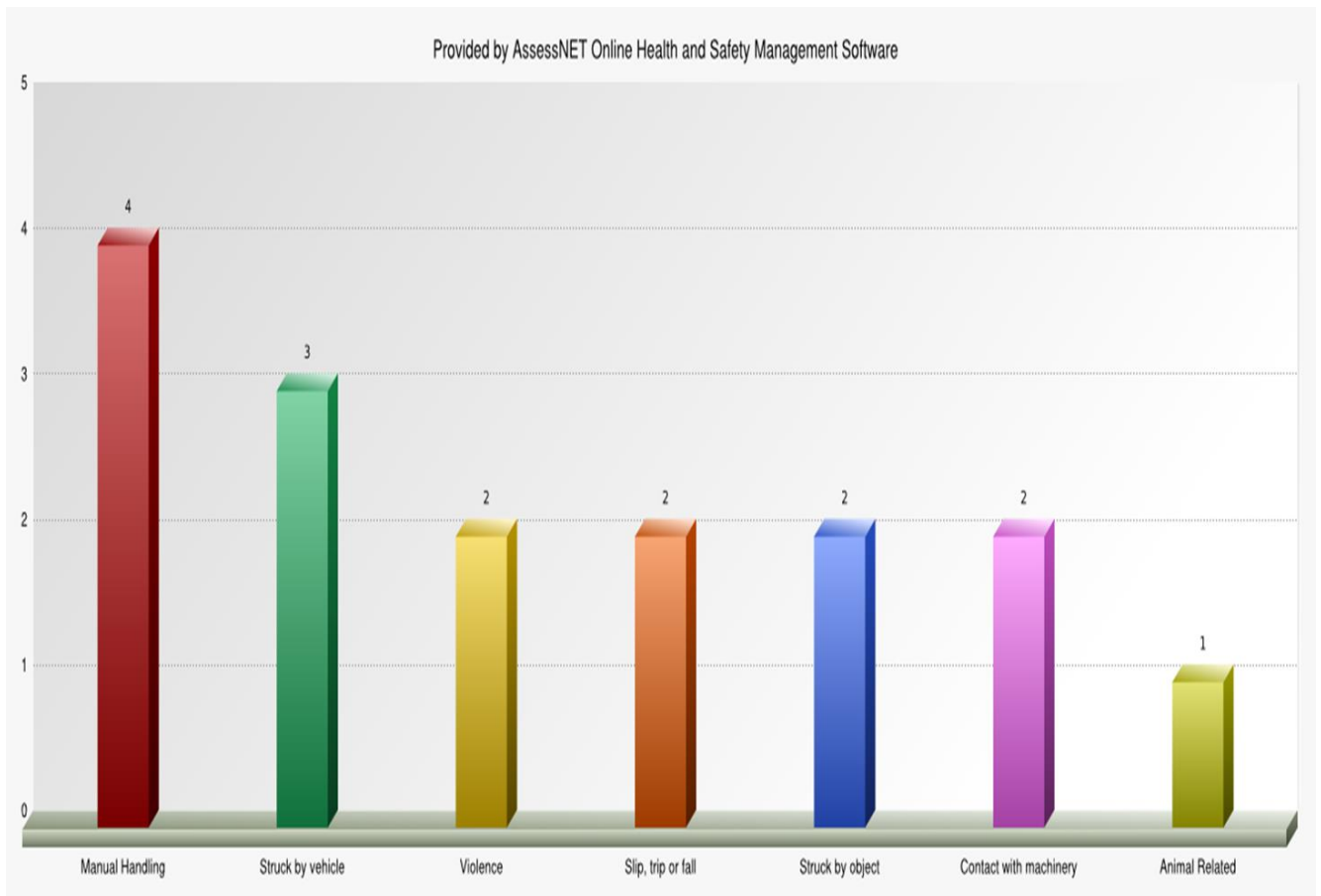
Graph 1 below illustrates the breakdown of all **work-related** accidents/incidents by month and compares the number of accidents in the last two financial years. Having moved to the new format of reporting work related accidents/incidents, the trend has evened itself out over the past five years. July & August normally have the highest incidence rates attributable to the summer schemes. However, all schemes were cancelled due to the COVID pandemic resulting in a reduction of incidents of 28%.



Graph 2 shows the rates of accidents/incidents for the year by Council area. Most have occurred to employees based at the Boardman Road Depot where the higher risk services are provided. This is consistent with the previous year.



Graph 3 shows the type of work-related accidents/incidents that occurred during the year. The highest types are manual handling, which is consistent with previous years. Note – does not include two near misses.



## Health and Safety Action Plan 2022/23

Health and Safety actions	Proposed actions and initiatives	Status R-Red A-Amber G-Green	Target	Comments
<b>Flexible working and COVID-19 (Coronavirus)</b>	<b>1.0 Support local actions to move to a new employment</b>			
	1.1 Update and maintain Corporate risk assessment	G	July 2022	Review and updated
	1.2 Support risk assessments across service areas	G	July 2022	Ongoing
	1.3 Support individual risk assessment for those with health conditions, BAME	G	Sept 2022	RA's completed with staff
	1.4 Complete and provide training and other materials different working locations	G	March 2023	Supporting staff briefing sessions
	1.5 Review national and local guidance and develop local documents/procedures	G	March 2023	Ongoing
	1.6 Develop internal health and safety procedures and policies	A	March 2023	Ongoing
	1.7 Support Leadership team with the implementation of flexible working and changes to Council buildings	G	March 2023	Supporting staff briefing sessions and use of control measures (CO2 monitors)
	1.8 Support HofS with arrangements for different service delivery models	A	March 2023	Ongoing
	1.9 Review and provide support for different phases of implementing flexible working	G	March 2023	Supporting staff briefing sessions
	1.10 Provide training for Managers, TU reps and employees on local arrangements in place	A	March 2023	Supporting staff briefing sessions
	1.11 Provide advice on safe arrangements for Committee meetings	A	March 2023	Ongoing
1.12 Provide training and support for Elected Members	A	March 2023	To be arranged	
<b>Policy and Procedure</b>	<b>2.0 Reviews</b>			
	2.1 Statement of Intent (Annual review)	G	April 2022	Complete
	2.2 Display Screen Equipment and homeworking (review)	A	July 2022	Ongoing
	2.3 Accident Reporting Procedure (review)	A	July 2022	Ongoing
	2.4 Working at Height	A	Sept 2022	To be rescheduled
	2.5 Occupational Health and Surveillance Programme	A	Sept 2022	To be rescheduled
<b>Training</b>	<b>3.0 Training programme</b>			
	3.1 Provide mandatory Health and Safety training	G	March 2023	Ongoing
	3.2 Deliver specific training for occupational groups – manual handling etc	G	March 2023	Session delivered for front line workers
	3.3 Develop H&S E-induction process as part of corporate arrangements	G	Sept 2022	Compete
	3.4 Design and deliver tailored toolbox talks as required	A	March 2023	Ongoing – supporting different service areas
	3.5 Develop eLearning and other virtual learning interventions for specific work activities – banks person, agency inductions	G	Dec 2022	Two new modules being rolled out on Skills bites



## Health and Safety Action Plan 2022/23

<b>Reports and management information</b>	<b>4.0 Committees and management meetings</b> 4.1 Produce monthly agenda and statistics for review meetings 4.2 Collate information for Health and Safety Committee 4.3 Complete Health and Safety Annual report 4.4 Produce information for regional health and safety committees	G G A A	Monthly Quarterly July 2022 March 2023	Complete Complete Reschedule to Oct F&M
<b>Workplace Audits and Inspections</b>	<b>5.0 Risk based approach</b> 5.1 Support Managers with inspections and audit in high risk areas (Depot)  5.2 Support local and individual assessments as part of flexible working 5.3 Review and develop use of AssessNET to keep corporate records 5.4 Review and provide template risk assessments for flexible working	G  A A G	Ongoing  Dec 2022 Dec 2022 July 2022	Inspection complete and reviewing actions RA's completed with staff  Corporate template in place
<b>RoSPA Award</b>	<b>6.0 Industry accreditation</b> 6.1 Complete and submit 2022 entry	A	July 2023	
<b>AssessNET</b>	<b>7.0 Review functionality and maintain system</b> 7.1 Develop accident reporting module and roll out across services 7.2 Review risk assessment module and roll out across services	A A	Dec 2022 March 2023	
<b>SoloProtect – Lone Worker device</b>	<b>8.0 Review of provision</b> 8.1 Complete roll out of units to lone workers  8.2 Provide training and updated information for new and current users 8.3 Produce management information on levels of use and compliance 8.4 Complete review of use and levels of compliance	G G G A	April 2022 May 2022 Monthly Mar 2023	Units available to designated officers Ongoing training provided Ongoing
<b>Health &amp; Safety Management Framework</b>	<b>9.0 Miscellaneous</b> 9.1 Support health and well-being initiatives, linked to flexible working 9.2 Annual health surveillance programme for HAVS 9.3 Monitor and update the corporate approach for provision of equipment and other resources for agile and homeworkers 9.4 Provide support for the review of Occupational Health contract	A A G A	Dec 2022 Jan 2023 March 2023 Dec 2022	Reviewed arrangements with Posturite