



Shropshire
Council

Health & Safety

Annual Report 2022-2023



Appendix 1

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Key results

This report will cover what Health & Safety activities have been undertaken, as well as highlighting any risks and identifying objectives.

	<p>The HSE (Health and Safety Executive) have not taken any formal or enforcement action against Shropshire Council.</p>
	<p>2985 courses have been completed, on-line, using Leap into learning, this is over 1000 more than last year, new courses have been added including Hot Works, basic CDM (Construction) awareness and Fire Safety induction.</p>
	<p>Cardinus is our online training and assessment programme for Display Screen Equipment (DSE) users. The latest version is being rolled out to our staff, in phases.</p>
	<p>Incident reporting categories have been expanded to include several types of abuse and violence incidents.</p>
	<p>Continued to implement the Wellbeing Plan, and on-going staff wellbeing events throughout the year.</p>
	<p>The priority order of carrying out school audits, has been updated to focus on “risk levels.” The audit form has been reviewed and updated to include more compliance areas. Audits of radioactive sources continue to be carried out in schools held within the science department.</p>

Key results, continued

We are confident that the arrangements, policies, training, and support that we provide ensure that Shropshire Council is compliant and most importantly focused on keeping our staff and the public safe. We are always looking for ways to improve, and this is just some of what we have done over the past year:

Actions identified/undertaken	Progress
Reviewed the Terms of Reference for the Health, Safety and Welfare Group, with Trade Unions and service areas.	Completed
Continued focus on post Covid operations, which includes doing more on-site audits, more face-to-face training, and support visits.	Completed
The Health & Safety Team, work with Service Areas to produce and implement Health & Safety management systems including policies, procedures, and local arrangements	Ongoing
Continual development of external contracts with associated Service Level Agreements (SLA) in place	Ongoing
To fulfil contractual monitoring and support to Academies and customers under Service Level Agreements	Ongoing
To engage with Service Areas to ensure that health and safety compliance is in place and to review Self-Monitoring Checklist to ensure rollout to identified Premise Managers.	Ongoing
Policies and arrangements continue to be updated on a rolling programme.	Ongoing
233 Asbestos management and re-inspection survey completed.	Completed
277 sites monitored monthly for Legionella and 133 sites had water risk assessments completed on a rolling programme.	Completed
Move to Hybrid working across the Council – Health & Safety implementation and staff consultation ongoing via the Safer Working Group/New Ways of Working Groups led by Director of Place	Ongoing

Health, Safety & Wellbeing

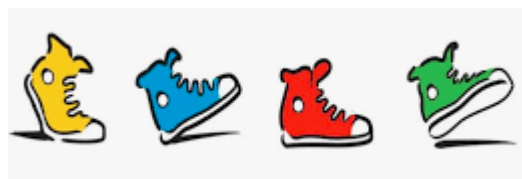


The **HSBC digital financial wellbeing** package became available for employees which includes a rolling monthly programme of webinars and the opportunity to have a free half hour financial health check.

Wellbeing sessions and training made available to our staff included:

- Virtual Alcohol Awareness
- Line Manager Mental Health Awareness and Resilience Training
- Wellbeing Lunchtime Drop-in Sessions' Pilot. We began piloting our Wellbeing Lunchtime Drop-In sessions as a way of offering face to face support for staff across the office hubs.

Walking the walk

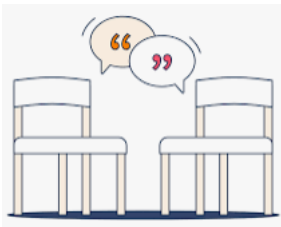


Andy Begley's [Walking Video](#) encouraging staff to incorporate a walk into their daily routine.

Physiotherapy Clinics

Physio clinics took place in office hubs across the county: Oswestry, Bridgnorth, Market Drayton, Shirehall and Four Rivers Residential home in Ludlow. The clinics were for targeted to staff with low level aches and pains.

The Access to Work Mental Health Support Programme offer one-to-one appointments which allow employees to have an hour-long confidential conversation with a mental health professional to learn more about the Access to Work Programme and whether this support would be beneficial and appropriate. This nine-month coaching style programme is now an established part of our Wellbeing Offer and is valuable in keeping employees at work whilst being supported.



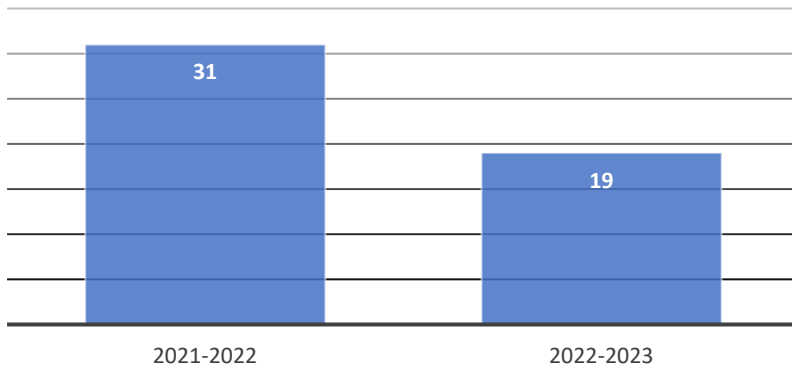
Cost of Living financial wellbeing support

Cost of Living Hub on the staff intranet which signposts to various support available to employees to help with the cost-of-living crisis.



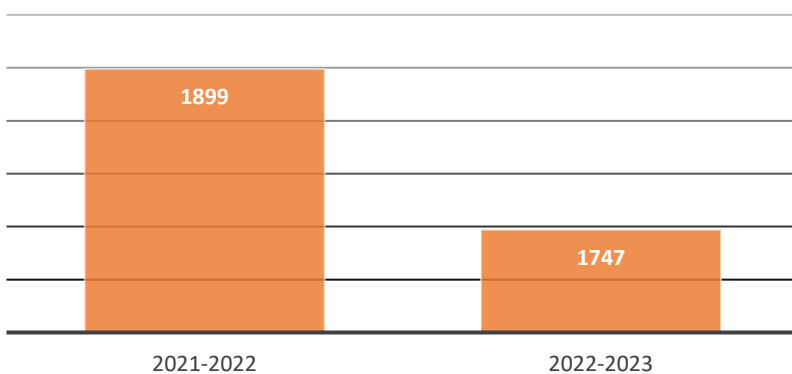
Occupational Health

Ill-health retirement requests processed



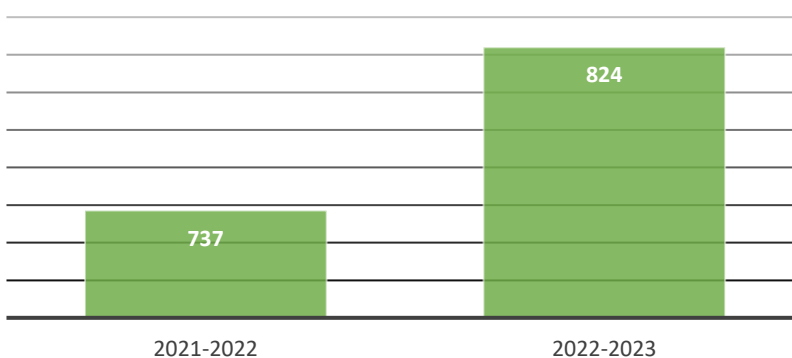
Requests for **ill health retirement** returned to more usual levels during 2022-2023 at 19 in total following the increase in the previous year that was likely attributable to the pandemic.

Medical Questionnaires Processed



Occupational health processed **1747 medical questionnaires** for employment clearance from 1st April 2022 – 31st March 2023, compared with 1899 in the previous year. This process ensures that any health conditions or equality issues are raised and supported through risk assessment and reasonable adjustments for corporate and school staff.

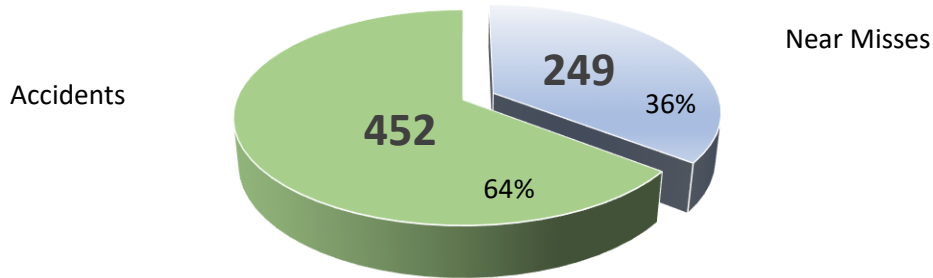
Management Referrals Processed



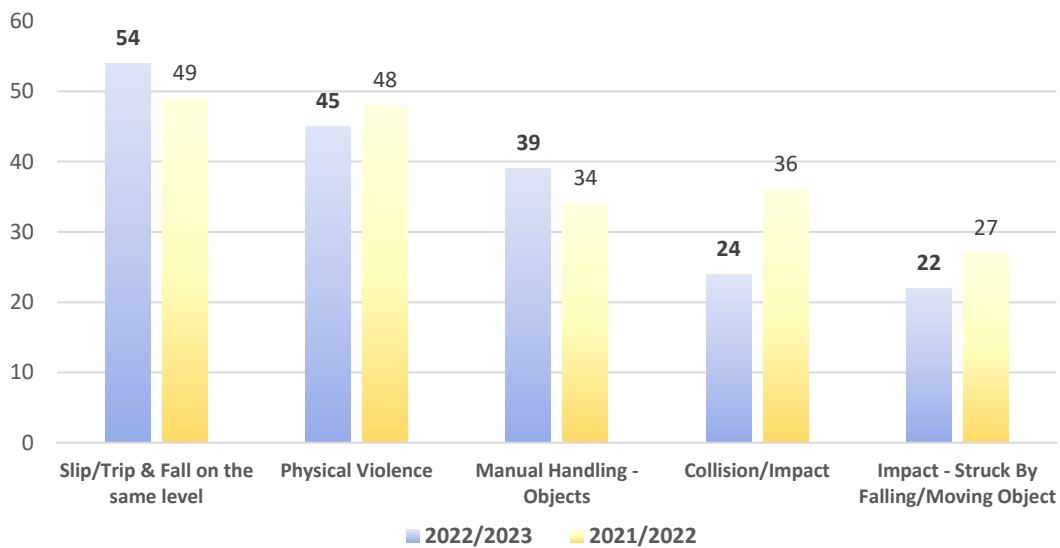
824 occupational health management referrals were processed during the period 1st April 2022- 31st March 2023, compared with 737 in the previous year. This provides both the manager and the employee with support regarding the physical or mental health of an employee and supports them to remain or return to work for corporate and school staff.

Safety Data

Total reported **incidents** (accidents + near misses) to Corporate and School staff = **701**



Main Causes of Minor Injuries to Employees



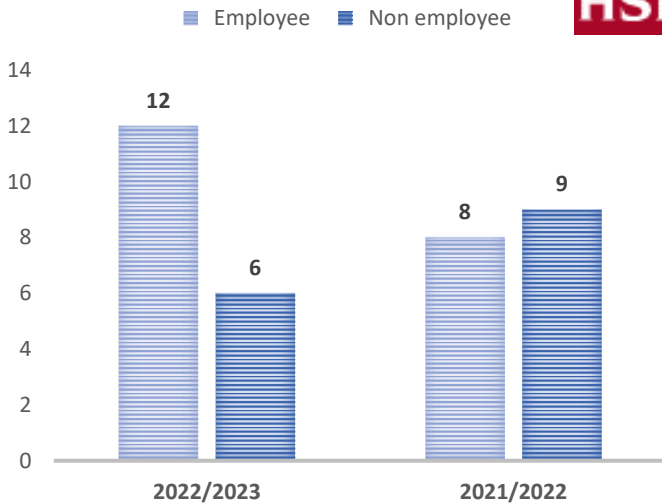
A local comparison benchmark of total employee accident data indicated that Shropshire were slightly lower against the average total accident incident rate.

Other Local Authorities: 9.2%
Shropshire Council: 7.8%

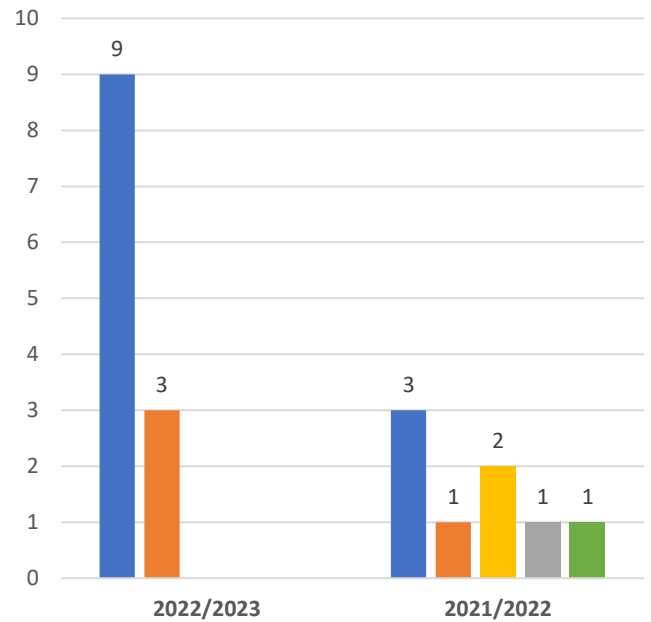
Safety Data - RIDDOR

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

RIDDOR



Causes of RIDDOR Accidents Employee only



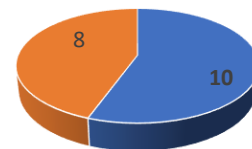
The Health and Safety Team will continue to review each online accident form and ensure that remedial action is put into place to prevent a reoccurrence and undertake investigations as necessary.

All RIDDOR reportable incidents are **fully investigated** by the Health & Safety Team.

A local comparison benchmark of RIDDOR employee data indicated that Shropshire were slightly lower against the average total RIDDOR incident rate.

Other Local Authorities:	0.6 %
Shropshire Council:	0.2 %

TYPE OF RIDDOR

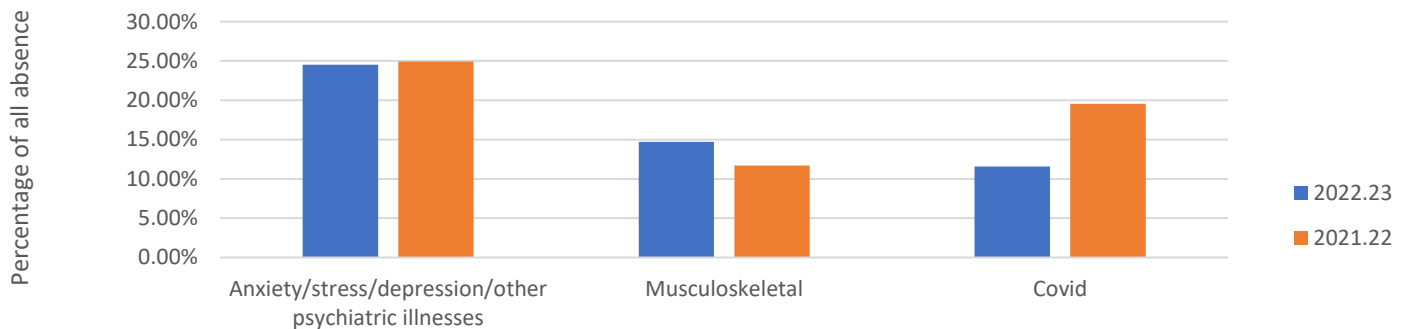


- Over 7 days (employee 10)
- Major (2 employees and 6 non-employees)

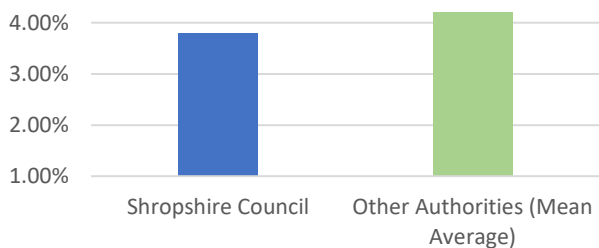
All Workforce Absences

The following charts represent the top three causes of all absences within the workforce, the remaining absences are causes such as coughs, cold, influenza, chest and respiratory, gastrointestinal problems, benign and malignant tumours, and other known causes.

Top 3 reasons for sickness absence for Shropshire Council employees



Percentage of lost time due to sickness absence 2022.23



A local comparison benchmark of HR data indicated that Shropshire were slightly lower against the average percentage of lost days.

Other Local Authorities:	4.2%
Shropshire Council:	3.8%

Overall total lost days due to absence has decreased in 2022.23 when compared to 2021.22 by just over 9%, this also represents the reduction in lost days to stress (slightly more at 9.6%) which correlates to the fact that percentage of all absence due to stress has reduced only very slightly.

Occupational health management referrals have increased over the year, so it is possible that early referrals are having an impact on absence reduction particularly with regards to absence due to stress.

Musculoskeletal absences are on the increase slightly. Focus going forward will be on raising awareness of the physio support offered by Occupational Health. Early intervention by and referral by Managers helps to mitigate the impact of these absences. Cardinus is the council's E-Learning solution for training and risk assessment and is designed to minimise Display Screen Equipment risks and maintain a healthy workforce.

Key actions - What have we done?

Actions identified/undertaken

Programme of engagement with service area management teams to discuss health and safety management issues and concerns on a quarterly basis.

To fulfil contractual monitoring and support to Academies and customers under Service Level Agreements

To engage with Service Areas to ensure that Health and Safety compliance is in place, and to review Self-Monitoring Checklist to ensure roll out to Premise managers.

The Health and Safety team worked as part of a multi-agency response to deliver statutory events in the aftermath of the passing of Queen Elizabeth II.

Provision of advice to schools and council service areas on dealing with **cold weather and heat waves**. Provision of updated advice to schools on Health and Safety management during **industrial action**

Ongoing delivery of **Safer Schools accreditation** scheme to ensure appropriate security and safety measures are in place. Additional Crime Prevention visits and advice across wider service areas in response to issues specific issues at sites.

Manage and maintain a stock of PPE (Personal Protective Equipment) to support the care sector, although demand has proved to be minimal.

Scheduled quarterly meetings with Portfolio Holder for Health & Safety.

Key actions - What have we done?

Actions identified/undertaken

Collaborative working with:






- Supported the Midlands Partnership NHS Foundation Trust in producing and reviewing choking guidance for adults with support needs.
- Fire Safety with Shropshire Fire and Rescue Service
- West Midlands Health and Safety Group and National Practitioner Panel meeting to share and discuss best practice with other local authorities.
- Risk Management Team – Martyn’s Law, in relation to safety and security of public venues
- West Midlands Wellbeing Group regional lead
- HSBC Financial Wellbeing
- Able Futures (providers in the Midlands region for the Access to Work mental health programme)
- West Midlands Health & Safety Group for Education
- Regular meetings with Union colleagues



Shropshire
Fire and Rescue Service

Key challenges - 2023/24

Health & Safety challenges to the council:

Challenge	Mitigating actions
 <p>Sufficient First Aiders and Fire Wardens at all council premises</p>	<p>A review is taking place to understand the current levels of cover and any requirements that may be needed. This will be fed into the New Ways of Working Group and the Health Safety and Welfare Group for consideration and decision making.</p>
<p>Slips, trips, and falls</p> 	<p>Ongoing management and implementation of cleaning regimes, site inspections and awareness training for all staff. Ongoing review of incident data to identify any trends or premises of concern.</p>
<p>Verbal and physical violence</p>	<p>Review of incident data to identify any specific service areas of concern, availability of suite of training to upskill staff in awareness and coping mechanisms. Liaison with premise management and, if appropriate, utilise security company support.</p>
 <p>Mental health and Wellbeing of staff</p>	<p>Regular communication of availability of wellbeing initiatives and counselling support</p>
<p>Fire Safety compliance</p> 	<p>Ongoing training with staff, regular liaison, and meetings with Fire Service, monitoring of Fire Risk Assessment completion and progress with action plans. PSG (Property Services Group) Statutory Compliance Officer in post to support monitoring and compliance.</p>
<p>Supporting schools with their Radiation risk</p> 	<p>Our Radiation Protection Officer carries out bi-annual audits to ensure the amount held on site is within a school standard holding, and that sources are managed and monitored according to L93, to meet the Ionising radiation regulations.</p>
<p>Asbestos/Legionella/Radon compliance</p>	<p>Ongoing training with staff, programme of risk assessment and monitoring. PSG Compliance Officer in post to support monitoring and compliance.</p>
<p>Hybrid Working and staff safety and Wellbeing.</p>	<p>Annual roll out of Cardinus for DSE users to help mitigate Musculo skeletal issues, equipment supplies programme and team-led employee engagement and monitoring.</p>

Key priorities - 2023/24

Key priorities	Timescales
<p>Auditing/compliance Identification of weaknesses or gaps in arrangements and review of whether appropriate management arrangements are in place and confirmation that adequate risk control systems exist. (Activities and working environments)</p>	Ongoing
<p>Power BI – development work which the aim of using to manage and model data, produce interactive reports and dashboards to ensure the latest H&S (Health & Safety) information at our fingertips, with the outcome of a single version of the truth for data.</p>	Dec 23
<p>Roll out of Health and Safety E-Learning for schools via Leap into Learning, with the aim of augmenting, not replacing (required face to face training). Designed to simplify interim refresher training.</p>	Dec 23
<p>Light-touch review of First Aid and Fire Warden cover to inform New Ways of Working Group</p>	Oct 23
<p>Staff Protection Register (SPR) – implementation of corporate system to coordinate and collate risk information relating to Potentially Violent Persons and premises of concern relevant to service areas.</p>	Mar 24
<p>Roll out of Cardinus system for Display Screen Equipment training and risk assessment to all relevant staff.</p>	Oct 23
<p>Hybrid/homeworkers have suitable and sufficient workstations.</p>	Ongoing
<p>Offer Flu vouchers to support NHS programme and engage with partners (ICS) to collaborate on health and wellbeing initiatives for staff.</p>	Oct 23

Our objectives - 2023/24

Shropshire Council is committed to the health, safety, and wellbeing of our employees, whilst ensuring that their work does not adversely affect the health and safety of others i.e., pupils, public, service users, contractors. In line with the Shropshire Plan our key objectives are:



- Providing professional and effective advice, guidance, training and monitoring on safe working practices and environments to all service areas considering new ways of working, changes in guidance and incident data.
- Working with the Integrated Community Services (ICS) to develop a system wide employee wellbeing initiative for our health and social care workforce. [OBJ]
- We will continue to provide supportive health, wellbeing, and resilience interventions to our employees through our Wellbeing Plan.



- Develop our Shropshire Human Resources (HR)/Occupational Health & Safety (OHS) brand to be flexible to meet customer's needs, reasonably priced, etc.



- Health and safety premises audits/inspections/interventions



- Support the development and implementation of the Council's Target Operating Model.
- Roll out of mandatory DSE Workstation Assessment training for office, home, and hybrid workers.
- Provide access to occupational health support.
- Consult and engage with trade union colleagues.
- Promote and revise H&S Intranet pages and Shropshire Learning Gateway.
- Ensure that staff with responsibilities for health and safety are competent.