



Open Report on behalf of Andrew Crookham, Executive Director – Resources

Report to:	Overview and Scrutiny Management Board
Date:	28 October 2021
Subject:	Health and Safety Annual Report 2020-21

Summary:

This report gives an overview of key achievements, activities and statistics across all Directorates related to Lincolnshire County Council's (LCC) compliance and implementation of Health and Safety legislation and its statutory duties.

Actions Required:

The Overview and Scrutiny Management Board is invited to seek assurance and comment on the contents of the Health and Safety Annual Report 2020-21.

1. Background

1.1 Annual Report

The annual report covers the period between April 2020 and March 2021 and highlights actions undertaken to ensure our statutory requirements, under health and safety legislation, are met and gives a level of assurance within key areas of compliance. This year's report covers the significant and key actions taken by LCC in response to COVID-19 and the restrictions, laws and guidance implemented by the UK Government.

The final report is published on the Council's website and is split into five sections:

- Key Results
- COVID response
- Employee Wellbeing
- Support the Business
- Key Actions
- Future Priorities

1.2 Areas of focus

- No enforcement action or intervention from the Health and Safety Executive (HSE). Several visits to LCC offices were undertaken to ensure COVID safe guidance was being implemented; HSE was happy with our controls and no enforcement action was taken.
- Despite COVID restrictions, LCC employees still completed over 5000 Health and Safety (H&S) related courses.
- Development of various COVID related guidance documents, which included a COVID toolkit to assist both managers and employees with ensuring a COVID safe working environment.
- The introduction of mystery shoppers and digital audits to gain assurance that our COVID safe controls were being successfully implemented across open buildings.
- Establishing a Health and Safety Committee following a formal request from Unions.
- Our Schools Health and Safety self-assessment achieved a 100% returned rate for the third year running despite the impact of COVID lockdown and closure.
- No dangerous occurrence that required reporting to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

1.3 Items to note

EVOSAFE Incident reporting system

The technical issues that prevented us from fully implementing the new EVOSAFE incident reporting system were resolved and at the end of 2020 we introduced the new EVOSAFE on-line incident reporting system. This improved system now allows employees to record “near misses” and “dangerous occurrences”, helping us to identify potential trends or patterns and take action to reduce the risk of future injury or loss.

Home Working

The lockdown in March 2020 resulted in the majority of staff working from home. To assist staff with creating a safe working environment at home, guidance documents were produced along with a new on-line home working assessment toolkit to ensure LCC continued compliance with its legal duties under the Display Screen Equipment regulations.

Personal Protective Equipment (PPE)

Early in the pandemic an audit had identified issues around the response to PPE and the root causes of non-compliant purchasing. To resolve these issues and ensure the supply of suitable and sufficient PPE to our frontline key workers, a centralised approved suppliers list was established. The purchasing of PPE is now managed by the Commercial Team. Public Health is responsible for quality and Business Support oversees the distribution to employees. To evaluate the implementation of this process, a management survey was undertaken confirming its successful implementation.

2. Conclusion

The Board is invited to seek assurance and comment on the contents of the Health and Safety Annual Report 2020-21 attached at Appendix A.

3. Consultation

a) Risks and Impact Analysis

See Health and Safety Annual Report – Appendix 3.

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Health and Safety Annual Report 2020-21

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Fraser Shooter who can be contacted on 07768 102433 or by e-mail at fraser.shooter@lincolnshire.gov.uk.

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