



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

Report to:	<b>Overview and Scrutiny Management Board</b>
Date:	<b>27 October 2022</b>
Subject:	<b>Health and Safety Annual Report 2021-22</b>

**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 2021-22.

## **1. Background**

### 1.1 Annual Report

The annual report covers the period between April 2021 and March 2022 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 to recover from the COVID-19 restrictions and start to re-gain assurance that health and safety standards within a Smarter Working environment are compliant.

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

- Key Results
- 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).
- Over 9000 Health and Safety (H&S) related e-learning courses were completed by LCC employees, our highest number ever in a single year.
- Development and implementation of a new on-line health and safety auditing system.
- The full corporate roll out of our new EVOSAFE incident reporting system.
- Development of a “one stop shop” on-line health and safety HUB.
- Our Schools Health and Safety self-assessment achieved a 100% returned rate for the fourth consecutive year with a majority consistently reporting “best practice”.
- 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 introduction of the new EVOSAFE on-line incident reporting system in April 2021 allowed employees to not only record accidents which resulted in some form of injury but also to record any “near misses” and “dangerous occurrences” and will also record the number of working days lost because of work-related injuries. This additional information will help managers to identify potential trends or patterns, the severity of incidents occurring within their services and take action to reduce the risk of future injury or loss and where future support may be required.

### **Working Smarter**

With the introduction of smarter working, we reviewed our existing workstation assessments and developed the new “Smarter Working” assessment. This new assessment replaced the need for employees to complete both the Home and Office assessments and is designed to give assurance of compliance and the wellbeing of staff when using all workstations.

### **Embracing the future**

COVID focused us to re-think how we delivered our service. Given the proven success of the schools on-line H&S self-assessment, we used that as a foundation for developing a new on-line based auditing process. This gave us the ability to gather the necessary data and give assurance on compliance in a more efficient and effective manner, allowing us to complete the backlog from 2020-21 as well as our 2021-22 audit plans.

### **It’s Good to Talk**

A full review of the *G6 Consulting with Employees on Health & Safety* policy was undertaken. The revised policy outlines the various levels of appropriate and proportionate consultation that is required, depending on the size and scale of the update, amendment or review that has been undertaken. Good employee engagement has four key principles: -

- **talk** to each other about issues
- **listen** to their concerns and raise your own
- **seek** and **share** views and information
- **discuss** issues in good time
- **consider** what employees say before you make decisions

## 2. Conclusion

The Board is invited to seek assurance and comment on the contents of the Health and Safety Annual Report 2021-22 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 2021-22

## 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](mailto:fraser.shooter@lincolnshire.gov.uk).

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