

TRAFFORD COUNCIL

Report to: Council
Date: 27 July 2022
Report for: Information
Report of: Executive Member for Finance and Governance

Report Title

Year End Corporate Report on Health, Safety & Wellbeing – 1 April 2021 to 31 March 2022

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Strategic HR Lead – Health and Safety
Extension: 4919

Summary

1. To provide an overview of the ongoing work undertaken to protect and support our Services and Schools during the COVID Pandemic and other health and safety support
2. To provide an overview of accidents for the period 1 April 2021 – 31 March 2022

Recommendation(s)

That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Strategic HR Lead – Health and Safety
Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	The Council's approach to managing health and safety at work is set out in the Corporate Health and Safety Policy. This includes the arrangements for ensuring the health, safety and welfare of employees and reporting on performance.
Financial	There are no foreseeable financial implications arising out of this report.

Legal Implications:	The programme of proactive and reactive work carried out by the Health and Safety Unit to respond to the COVID Pandemic, and wider health and safety management were designed to continually meet compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None
Risk Management Implications	Management of COVID19 risks and safe reintegration of staff to our offices continued to be a significant focus for Trafford Council
Health & Wellbeing Implications	The Employee Wellbeing Strategy provides a framework for focused interventions to support the health and wellbeing of our workforce
Health and Safety Implications	See Legal section above. The continuing health and safety arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

1. **Introduction**

- 1.1 The second year of the Covid19 Pandemic continued to bring significant challenges for the Council in effectively delivering our key services whilst ensuring the health, safety and wellbeing of our workforce. The Health and Safety Unit (HSU), working closely with services and partners maintained a key supportive role and provided competent advice to manage Covid19 risks.
- 1.2 Over the course of the year, depending on the changing face of national restrictions, government guidance and public health advice, we continually assessed, managed and communicated Covid Safe arrangements for services and buildings. We continued to support staff working from home where possible, provided Covid Safe buildings for our front-line staff and produced guidance to services on safe working practices to allow teams to deliver services safely in the community supported by appropriate PPE where required. We also supported the safe reintegration of our workforce to the offices during July 2021, as national restrictions were initially lifted, and then in April 2022, when 'Plan B' measures were removed after the winter period and we moved in the new phase of '[Living with Covid](#)'.
- 1.3 The content of this Year End Corporate Health and Safety Report will provide:
- A review of the health, safety and wellbeing work undertaken to protect and support our services and schools through the pandemic.
 - An overview of accidents during this period, giving details of the numbers and types of incidents that have occurred across directorates and schools
 - Details of delivery of other health and safety support and the HSU work programme.
- 1.4 Updates also continue to be provided to the relevant Corporate Directors and Joint Consultative Committees.

2. Covid19 – Managing Pandemic Risks for our Services and Schools

2.1 Planning and Delivering our Covid Support

2.1.1 HSU had representation on a number of coordinated strategic and operational working groups to prioritise Covid support for Services and schools. Table 1 below highlights the overarching key groups:

Table 1: Key Strategic and Operational Groups

Groups	Description
Trafford People, Digital and Modernisation Thematic Group (Silver)	Reported to RCG (Recovery Coordination Group) Ensured the co-ordination of the Council's Covid response, recovery and reintegration plans following efforts to manage the impact of Covid-19 since March 2020.
Reintegration Sub Group (Bronze)	Reported to Trafford People, Digital and Modernisation Thematic Group Included estates, people, digital and health & safety issues which provided an overview of our operational delivery of Covid management and reintegration programme.
Health and Safety Operational Group	Reported to Reintegration Sub Group Chaired by HSU and working with key partners, it delivered operational risk management and monitoring processes in line with Covid arrangements.

2.1.2 HSU also maintained representation on further groups to provide specific support e.g. in the provision of PPE, schools support (outbreak control meetings and head teachers update meetings) and elections planning meetings.

2.1.3 The communication of all our Covid guidance and information was supported through the provision of our '#Stay EPIC COVID19 Support' intranet pages, regular updates in the staff and manager briefings, senior manager communications information on our '6 boxes' and schools specific communications. A mandatory Trafford 'Covid Safe' online course was developed for all staff as well as bespoke Trafford Town Hall and Sale Waterside Covid Safe videos to support the arrangements in place. These were also shared with our partners working within our buildings.

2.2 Supporting Safe Working at Home

2.2.1 Support continued throughout the pandemic for staff to work from home as advised by government advice and to support our Covid measures through managing occupancy levels, reducing transmission risk and supporting business continuity for our front-line services. Staff were provided with guidance and simple access to essential equipment to help set up their workstation correctly e.g. laptop risers, separate keyboards and mice

2.2.2 However, the nature of support shifted, when the longer-term benefits of a more flexible work setting approach for colleagues was realised. Trafford ['Smart Working'](#) embraces the concept of the 'work is something we do, rather than somewhere we go' approach to provide a better work life balance for colleagues and an improved efficiency in the delivery of work.

2.2.3 Two of the work styles 'home worker' and 'hybrid worker', give staff the opportunity to work in a home environment for all or part of their working hours on a permanent arrangement. The Council had to ensure that we met our legal obligations under workstation and display screen equipment legislation to support these work styles.

2.2.4 HSU provided competent advice to the Trafford Smart Working Project Team to support our workforce with safe and healthy long term home working arrangements. Key elements of the project were:

- Improved display screen equipment and homeworking guidance with self-assessment forms to enable managers and staff to effectively assess their workstations and identify any additional needs.
- A targeted process with cohorts of staff to support them in completing the assessments and identifying any further equipment required
- Easy access to ancillary equipment and a centralised budget and process for staff to order larger items such as suitable chairs, desks and monitors determined as an assessed need.

2.2.5 The process has helped to ensure that DSE and homeworking assessments are in place for staff as appropriate. Nearly 60 chairs and 15 desks have been provided for colleagues where needed and over 60 monitors have been ordered.

2.2.6 Support with more complex DSE needs has been a major focus for HSU as detailed in section 4.5.

2.3 Covid Safe Buildings

2.3.1 The provision of Covid safe buildings remained an essential aspect of protecting staff and minimising the risk of transmission throughout year. Even following national restrictions lifting in July 2021, we still had duties to protect our workforce from Covid19. These included up until April 22:

- Managing the occupancy of our buildings
- Space arrangements throughout our buildings, at desks, in communal areas and in meeting rooms
- Enhanced cleaning regimes and hand hygiene arrangements.
- Screens installed at public facing areas.
- Recommended wearing of face coverings (until March 22)
- Good ventilation in place

2.3.2 The risk assessed arrangements at our main office buildings were reviewed monthly by HSU in conjunction with our FM providers and partners and any issues were also discussed at a bi-weekly health and safety operational group. Covid19 building risk assessment templates were available for premises managers at other sites

2.4 Service Risk Assessment Support

- 2.4.1 Service Leads and Managers were responsible for making sure the risks associated with Covid19 have been assessed in relation to their work activities. Template support materials were available and updated as the Government and HSE guidance changed. Specific support was provided across a range of services including:
- Public facing services such as Registrars, Libraries, Arts Centre and Flixton House
 - Adults Services and Children's Services including Supported Living and Ascot House and Hayswater Family Centre
 - Children's Services such as Trafford Transport who were supported in reviewing arrangements for their passenger assistants to operate safely
 - The safe arrangements for the packaging and distribution of Winter Care Packs to the community.

2.5 Protecting our Staff at Greater Risk

- 2.5.1 Throughout the pandemic, Trafford guidance for services and schools has been provided for staff at greater risk from Covid19 which reflected government guidance. Definitions of these groups has changed as a greater understanding of Covid19 has developed and the vaccination and booster programme has progressed
- 2.5.2 The Trafford guidance has been continually reviewed and updated in line with any government changes, which have included the end of the requirement to shield, and categories for persons at greater risk. Trafford maintained an individual risk assessment process and advice to consult with any staff considered to be at greater risk and how they can be supported with any additional measures. This continues to be in place.

2.6 Reducing the risk of transmission from Covid19 confirmed or suspected cases

- 2.6.1 A Trafford test and trace process remained in place for the Council to respond effectively to suspected and confirmed cases of Covid19 and minimise the risk of transmission within the work environment. This included appropriate self-isolation and the obtaining of a test, assessment of any further potential contacts and further cleaning arrangements where required. There were no significant outbreaks of Covid19 within our Council buildings. Trafford Covid19 guidance also requested that staff attending our workplaces undertook regular lateral flow testing. This was supported by the in-house lateral flow testing site managed by Public Health that was based in Trafford Town Hall library.
- 2.6.2 Although the requirement for lateral flow testing has generally ceased (except as detailed in guidance for adult social care settings), the Council still has arrangements to monitor potential clusters of symptomatic staff absence so that any additional measures can be put into place to minimise the impact of illness.

2.7 Schools Support and SLA Delivery

- 2.7.1 Schools continued to be aided during exceptionally challenging times through the year. Supporting Public Health colleagues, HSU assisted schools through:
- Reviewing and updating the schools overarching Covid19 risk assessment template to implement and monitor arrangements for pupils and staff
 - Attending outbreak control meetings and provide advice to support the effective management of cases
 - Attendance at Head Teachers and Trade Union update meetings to answer any queries and provide any further advice and guidance
 - Direct support through the school SLA arrangements
- 2.7.2 To support schools during the pandemic through the SLA, HSU offered options to deliver 'virtual/remote' audit support for schools to assist with their ongoing compliance and management of health and safety issues whilst continuing to manage Covid19 related risks for pupils and staff. All schools under the SLA were supported with a monitoring toolkit to assist them in reviewing their health and safety performance.
- 2.7.3 Site visits were made where necessary to support schools with compliance issues. They will play a key role in the SLA going forward as they were pre-pandemic, and it is acknowledged that schools do value this element of the SLA.
- 2.7.4 The Health and Safety SLA for 2021-22 was purchased by 77 schools. The breakdown of schools is shown in table 2.

Table 2: Breakdown of school SLA buy-back

School Type	Number
Community	37
Voluntary Controlled	1
Voluntary Aided	20
Independent	2
Academy	17
Total	77

2.8 Health and Wellbeing Support During the Pandemic

- 2.8.1 The wider HR Service in conjunction with partners delivered a range of interventions and support for our workforce in line with our *EPIC You* Health and Wellbeing Strategy. This included a focus on mental wellbeing. Table 3 summaries the support from April 2021.

Table 3: EPIC You Health and Wellbeing Activities and Support

Activity	Details
Trafford Support Services	<ul style="list-style-type: none"> • Trafford Council/CCG Mental Health First Aid Network: Promoting our trained volunteers who are a point of contact if colleagues are experiencing a mental health issue or emotional distress. We had 7 new MHFA trained. • Trafford Employee Assistance Programme: 24/7, easy to access confidential support. Unlimited access to information and counselling
Tea and Talks	<ul style="list-style-type: none"> • Tea and Talk sessions hosted monthly by our Mental Health First Aiders aimed at supporting staff to connect and take some time out from pressures of work and home life.
Staff Support Sessions	<ul style="list-style-type: none"> • Microlearn sessions: Delivered to staff included Digital Wellbeing and Equality, Diversity and Inclusion. • 'Lets Talk' Sessions: Included a wellbeing session 'Supporting through change to feel physiologically safe', and a session in the lead up to World Mental Health Day where a colleague shared their mental health story and we signposted leaders to our health and wellbeing resources. • EPIC Manager Health and Wellbeing Module: This was refreshed and opened up to all managers to attend as well as forming part of the EPIC Manager programme.
Wellbeing campaigns and events	<ul style="list-style-type: none"> • Promoted and encouraged physical and mental wellbeing events to staff including '30 days Wild' and National Walking Month in May and Cycle to Work Day in August. • World Suicide Prevention Day was highlighted in September through our staff communication channels • The #Stay EPIC This Winter campaign: Supported the workforce to look after their own wellbeing and check-in on colleagues over the winter period. Included different themes and new resources from December to February on physical, mental and financial wellbeing, Lunch and Learn sessions on the included: <ul style="list-style-type: none"> - New Year, New You? - Seasonal Affective Disorder - Money, Money, Money - Need a loan? Beware Sharks, Scams and Shocking Interest Rates! - Learn to Love Yourself
Health and Wellbeing Guidance and Support	<ul style="list-style-type: none"> • Health and Wellbeing staff pages: Were refreshed and updated to provide engaging advice for staff and managers on a range of wellbeing topics including: <ul style="list-style-type: none"> - Resilience, managing stress, returning to the office and financial wellbeing - A 'Bites' learning series including talks with reflective questions - With cost-of-living challenges, our financial wellbeing pages were strengthened to provide clearer signposting to our staff benefits and savings schemes, general financial support and advice on managing debt and links to our Welfare Rights Team. There's a section on mental health and talking about financial worries.
Staff Active Travel Group	<ul style="list-style-type: none"> • The Trafford Council Staff Active Travel Group supports sustainable staff travel and wellbeing when commuting, when travelling within work and to positively impact outside of work too. • A range of work has already been supported including videos of the cycle and changing facilities at Trafford Town Hall and Sale Waterside, Improved active travel information for new employees in their induction pack, launch of an active travel survey to obtain useful data on travel behaviour and promotion of regional and national active travel campaigns.

3. Reintegration Support

3.2.1 The changing nature of the pandemic meant that we had balance the safe return of our staff to our main offices when the easing of restrictions allowed, whilst still ensuring we managed the risk to our colleagues from Covid 19 and protect business continuity.

3.2.2 HSU supported the Reintegration Programme under the Silver and Bronze groups detailed in Table 1. These multi-disciplinary teams managed and facilitated the effective and safe return of staff to our offices in a series of phases. They also managed periods where rising Covid19 rates meant that measures had to be reintroduced, such as a return to working from home where possible in Winter 2021 when Plan B measures were introduced.

3.2.3 Table 4 highlights activities to support safe reintegration to our main offices at two key points during the pandemic:

- As national restrictions were initially removed in July 2021
- At the start of April 2022, when all remaining general restrictions were removed and we moved to the 'Living with Covid Phase'

Table 4: Activities to support Covid Safe Reintegration

Activity	July 2021	April 2022
Occupancy	<ul style="list-style-type: none"> • Occupancy levels were increased to a maximum of 40% • Staff encouraged to return to the office in a managed way for part of the week. • Home working continued to be supported with guidance and access to ancillary equipment • Services managed the attendance of staff to the offices within this parameter. • Numbers monitored through our signing in processes at our main buildings 	<ul style="list-style-type: none"> • Occupancy restrictions removed • Staff welcomed back to the offices • Services allocated to general working zones and also 'free' zones available • Collaborative spaces developed within the office • Smarter Working Style of 'hybrid working' promoted and supported with guidance and access to further office equipment as required to support home and office working
Distancing	<p>Communal Areas</p> <ul style="list-style-type: none"> • Distancing measures (one way systems, reduced numbers in these areas etc.) remained in place <p>Desks</p> <ul style="list-style-type: none"> • Alternate desks remained out of use to support distancing <p>Meeting Rooms</p> <ul style="list-style-type: none"> • Meeting room occupancies were reviewed and increased following changes to self-isolation guidance. This allowed larger committee meetings to take place at TTH. Full Council remained at external suitable venues but was kept review 	<p>Communal Areas</p> <ul style="list-style-type: none"> • All distancing measures were removed in communal areas <p>Desks</p> <ul style="list-style-type: none"> • All desks were brought back into use and additional chairs were procured <p>Meeting Rooms</p> <ul style="list-style-type: none"> • Assessment allowed most meeting room occupancies returned to pre-pandemic numbers • Full Council returned to the Council Chamber • An ongoing programmed of improved meeting room technology supports face to face and virtual meetings

Table 4 continued

Activity	July 2021	April 2022
Ventilation and CO2 monitoring	<ul style="list-style-type: none"> • CO2 monitoring used as a valuable tool for assessing appropriate ventilation within workspaces. • CO2 monitors used as an effective risk management tool within Council spaces to ensure adequate ventilation is available to reduce the transmission risk of Covid. • Key examples include within the Council Chamber, Arts Centre for their performance and exhibition spaces, Registrars within their venues • CO2 monitors were rolled out for use in schools 	<ul style="list-style-type: none"> • CO2 assessments have enabled meeting room occupancies to be increased • Monitoring continues as meeting rooms return to full use
Face Coverings	<ul style="list-style-type: none"> • Face coverings were required whilst moving through our buildings and in communal areas 	<ul style="list-style-type: none"> • The requirement for face coverings was removed but could still be worn by staff if they chose to.
Cleaning and hygiene	<ul style="list-style-type: none"> • Increased cleaning regimes remained in place at the offices including touchpoints • Sanitising wipes and hand sanitiser available for use throughout the buildings 	<ul style="list-style-type: none"> • Regular cleaning regimes remain in place • Sanitising stations remain at entrances, throughout the offices and in meeting rooms
Welfare Facilities	<ul style="list-style-type: none"> • HSU supported the completion of new shower facilities at Sale Waterside including an accessible shower to support active travel etc. The changing facilities and drying room are also available at Trafford Town Hall • The Terrace seating area was reopened with Covid Safe measures in place following the relocation of the Lateral Flow Testing Site 	<ul style="list-style-type: none"> • All changing and welfare facilities fully open • The Terrace seating area fully open and distancing measures removed.
Information and Guidance for Staff and Partners	<ul style="list-style-type: none"> • In addition to our intranet guidance and communications, two bespoke videos were produced demonstrating from an individual perspective the Covid arrangements in place at Trafford Town Hall and Sale Waterside. 	<ul style="list-style-type: none"> • Refreshed intranet guidance reflecting the arrangements in place. • Regular communications in the staff and manager briefings • The reintegration project team were on hand at meeting points at TTH and Sale Waterside to welcome staff to the offices and provide advice and guidance to staff.

4. Accident Statistics

4.1 Overview

4.1.1 Accident statistics can provide an important aspect of monitoring health and safety performance and help identify areas where risk management needs to be targeted more effectively. As mentioned in the previous year's Corporate Health and Safety report, the Covid19 pandemic had seen a significant impact on our workforce delivery due to increased numbers of staff working from home, temporary pauses or changes in the provision of some front-line services, reduction in customers accessing our buildings and schools only open for key workers at periods of lockdown. This previously resulted in a substantial decrease in reported incidents.

4.1.2 During 2021-22, we saw some reintegration to our offices (and the option for hybrid working continues) and teams increasing the provision of their services again as restrictions were lifted. Of note were schools returning to full operation with Covid19 protective measures in place. Therefore, we have seen a rise in incidents reported, particularly from schools during this period.

4.1.3 Generally, the number of incidents for 2021-22 reported to the HSU has risen from 69 incidents reported in 2020-21 to 158 this year. Tables 5 and 6 provide a breakdown of these incidents by service area, directorate and type of accident.

4.1.4 These figures are more comparable to reporting levels in 2019-20 (136) but are still higher than that reporting period particularly in relation to schools. This will be explored in further detail.

Table 5: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Adults Services	Adults Neighbourhood Teams	7
	Supported Living	1
Total		8
Children's Services	Education Standards, Quality and Assurance	17
	Early Help and Children's Social Care	5
Total		22
Governance & Community	Legal and Democratic Services	1
Total		1
Place	Regulatory Services	1
	Growth, Communities and Housing	2
Total		3
Strategy and Resources	Cleaning Support Service	1
	Catering Support Service	7
	Customer Services	4
Total		12
Schools	Special Schools	73
	Community Schools	39
Total		112
Total Accidents		158

Table 6: Type of accident by Directorate

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Contact with hot surface/substance	1	1	0	0	0	1	0	3
Cut by sharp object	2	0	0	0	0	1	2	5
Fall from height	0	1	0	0	0	0	0	1
Fall from steps/down stairs	0	1	0	0	0	0	1	2
Hit by a moving vehicle	0	0	0	0	0	0	1	1
Hit by moving, flying or falling object	0	0	0	1	0	3	5	9
Hit something fixed or stationary	0	0	0	0	0	2	1	3
Injured while handling, lifting or carrying	0	0	0	0	0	1	4	5
Other kind of incident	0	2	0	0	0	1	1	4
Physical Assault	0	12	0	0	1	0	84	97
Road Traffic Collision	1	2	0	0	0	0	0	3
Slipped, tripped, fell on same level	1	1	0	0	0	1	8	11
Sports related	0	0	0	0	0	0	1	1
Striking against object	1	0	0	0	0	1	1	3
Verbal assault, threats or Intimidation	2	2	0	0	2	1	3	10
Totals	8	22	0	1	3	12	112	158

A - Adults

C - Finance and Systems

E - Place

G - Schools

B - Childrens

D - Governance & Community

F - Strategy and Resources

4.2 Types of Accidents

4.2.1 Violence and aggression accounted for most incidents, with physical assault accounting for 97 reported incidents. Physical assault includes a wide range of physical incidents stemming from aggressive behaviour. This was most evident within our schools (84 incidents) when staff were dealing with challenging behaviour.

4.2.2 It is important to note that whilst 52 incidents occurred within Special Schools, 32 incidents were reported in relation to a pupil at a community school where behaviour issues had escalated. Individual behaviour support plans were in place and support from the Local Authority SEND team allowed for assessments and alternative provision to be put into place. The impact of the pandemic may be a factor on behavioral issues. Levels of these incidents in schools will be an area of focus during school audits as part of SLA arrangements in 2022-23.

- 4.2.3 Other children's services experiencing such incidents included Trafford Transport Provision (7 incidents) and 5 incidents in Social Care. Within the Place Directorate, one significant incident occurred within the housing options team and involved a highly volatile service user within Sale Waterside. The incident was reviewed to improve physical and procedural security measures within the building.
- 4.2.4 There were 10 reported incidents of verbal assault, threats or intimidation. These were reported from a range of services including schools, Transport Provision, Regulatory Services and Adult Social Care
- 4.2.5 Slips and trips accidents accounted for 11 incidents and mainly occurred within a school environment. The remaining incidents involved a variety of circumstances and were not related.

4.3 Reportable Injuries to Staff

- 4.3.1 There were seven incidents that were reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive during the period covered by this report. These incidents related mainly to incidents within schools catering and cleaning requiring more than 7 days off work and included:
- Four catering members of staff who:
 - was accidentally knocked into by a pupil
 - caught their foot on a pipe
 - Suffered a burn from hot food
 - Slipped on paper on the floor
 - A cleaning member of staff who suffered a moving and handling injury
 - A teaching assistant who had a slip and fall incident
 - A library member of staff who received a foot injury from a dropped pallet

5. Continued Delivery of Health and Safety Improvement Plan

- 5.1 The focus of the HSU's work programme has largely continued in supporting the Covid Pandemic, however this and additional work is highlighted below.

5.2 Key Work Programme Actions

The following actions detailed in Table 7 show some further examples of work that has been completed by the health and safety team to support services and schools.

Table 7: Key work programme actions completed or being progressed by HSU

Area of development	Actions	Status
Corporate and schools guidance review	Covid19 Service Risk Assessment Templates Updated	Completed
	Covid19 Building Risk Assessment Templates Updated	Completed
	Persons at Greater Risk of Covid19 Guidance Updated	Completed
	Covid19 intranet guidance updates including Covid19 videos	Completed
	Display Screen Equipment and Home working Guidance to align with Smart Working Styles	Completed
	Service Health and Safety Monitoring Guidance	Completed
	New online accident reporting form and guidance for services and schools	Completed
Schools COVID Support	Schools Covid19 overarching risk assessment review	Completed
Fire Evacuation arrangements	Review of fire precautions and fire register arrangements for our Council buildings during Covid19 and evacuation drills undertaken	Completed

5.3 Training

The HSU has continued to work with the Learning and Development Team to provide essential training as detailed in table 8

Table 8: Training delivered 2021-22

Course/Training	Number of Courses	Number Attended/Trained
Fire Evacuation Chair Training	3	8
First Aid at Work (3 day)	2	6
First Aid at Work refresher	1	3
Moving and Handling Hoist Training	5	15
Moving and Handling Induction (Adults)	6	26
Moving and Handling Trusted Assessor Training	2	8
Online General Manual Handling	-	91
Online Health & Safety in the Workplace	-	381
Online Health and Safety Induction – Health and Social Care	-	122

5.4 Requests for Service

HSU continued to respond to a high level of requests for advice and support in light of COVID and other complaints or incidents relating to Health and Safety at Work issues.

5.5 Display Screen Equipment (DSE) Assessments

A total of 45 DSE (computer) workstation assessments have been carried out by the HSU for employees. These have been a significant focus for the team in both supporting colleagues working from home and providing in depth support for colleagues with complex health needs.

5.6 Moving and Handling Support

- 5.6.1 The Moving and Handling Lead continues to support refresher training needs with the delivery of the online Moving and Handling Training and Support Package. The system is accessed by staff in Ascot House, Care at Home and Supported Living Services and provides effective additional training for existing and new staff. It includes online videos, safe systems of work and training tools. All staff receive tailored training records to monitor their competence in moving and handling tasks.
- 5.6.2 Bespoke hoist training was delivered to a range of services including supported living staff as an outcome to a complex risk assessment from a hospital discharge, Ascot staff as additional training and a school to support a pupil risk assessment review.
- 5.6.3 Trusted assessor training was delivered to enable social care staff to order assessed equipment needs and relieve the pressures on hospital discharges.
- 5.6.4 The moving and handling induction training programme continues as required from services as part of their training needs. Demand for this has continued to increase as teams reintegrate.
- 5.6.5 The Council's Moving and Handling Lead and Consultant has also completed 'complex' moving and handling assessments as detailed in table 9, providing support for staff and service users. The consultant has also provided two vocational rehabilitation assessments to assist staff in returning to work safely.

Table 9: Complex Moving and Handling Referrals

Complex Moving and Handling referrals	Number of referrals
Complex Moving and Handling - Adults	10
Complex Moving and Handling - Children	2
Complex Display Screen Assessments	44

5.7 Fire Safety

- 5.7.1 The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services to ensure we meet our duties under relevant fire legislation.
- 5.7.2 They have overseen the replacement of evacuation chairs at Trafford Town Hall and Sale to ensure the equipment is suitable and fit for purpose in assisting evacuation for persons who may require assistance.
- 5.7.3 The subsequent delivery of fire evacuation chair training has taken place at both sites with relevant staff. Colleagues who require Personal Emergency Evacuation

Plans (PEEPS) in the event of an emergency have been supported with arrangements when they are within our buildings.

- 5.7.4 Corporate fire safety evacuation arrangements post-covid have been updated as well as our Corporate Fire Policy and information for Premises Managers.
- 5.7.5 We have been working with Trafford Estates Team and Amey through the One Trafford Partnership to review fire risk assessment provision arrangements for our Trafford Estate in line with our corporate responsibilities.
- 5.7.6 We also provided fire evacuation and risk assessment support for the opening of Timperley Library in January 2022.

5.8 Contract Monitoring Support

We have continued to support our Council One Trafford Partnership Client Team in the health and safety monitoring of Amey operations in line with our client responsibilities. Activities include:

- Monthly 'HSEQ' meetings between Trafford and Amey to receive health and safety updates and discuss issues
- Work programme updates and safety initiatives
- Updates on accident notifications and investigations
- Supporting 'on the ground' client monitoring to observe working practices

6. Conclusion

- 6.1 The report has highlighted the continued work that has been delivered in response to the COVID Pandemic to protect our workforce whilst continuing to deliver our services. It has also highlighted the work completed to safely reintegrate our workforce back to our main buildings
- 6.2 HSU will now refocus on supporting services and schools with a 'back to basics approach' in 2022-23. This is a health and safety programme to re-energise and engage with services on health and safety fundamentals post pandemic. This will include an audit programme and monthly communications on key issues including risk assessment, health and safety monitoring, accident and incident notification that will continue through the year.