

TRAFFORD COUNCIL

Report to: Council
Date: 28 July 2021
Report for: Information
Report of: Executive Member for Finance and Governance

Report Title

**Year End Corporate Report on Health, Safety and Wellbeing
1 April 2020 - 31 March 2021**

Summary

1. To provide an overview of the 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 2020– 31 March 2021

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, Safety and Wellbeing
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 are 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 has been the 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 COVID19 pandemic has brought significant challenges for the Council in protecting the health, safety and wellbeing of our workforce and the continuing delivery of front line services. Over the last 12 months, the Health and Safety Unit (HSU) have played a key role with other services to support the Council in effectively managing the risks associated with COVID19.
- 1.2** The pandemic has hugely impacted on how and where staff work and provide vital services, arrangements required for our buildings to make them COVID Secure, changes in working practices, the provision of personal protective equipment (PPE) where needed and ensuring our staff at greater risk from COVID19 are protected. The Local and Mayoral Elections that took place this year involved the HSU in the planning and setup of the COVID Secure Election process.
- 1.3** The content of this report will differ from the usual Corporate Health and Safety Report and provide:
- An overview of the work undertaken to protect and support our services and schools during the pandemic including wellbeing support during this challenging time.
 - A brief overview of accidents during this period. However due to the significant changes in workforce delivery during the pandemic, these will not be analysed in relation to the trends for previous years data.
 - Ongoing 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, Joint Consultative Committees and update meeting with Union colleagues.

2. COVID19 – Responding to the Pandemic and Protecting our Services and Schools

2.1 Planning and Delivering our COVID Support

2.1.1 The HSU has representation on a number of coordinated strategic and operational working groups to prioritise and target our COVID support for services and schools. Table 1 below highlights the overarching key groups:

Table 1 – Key Strategic and Operational Groups

Groups	Description
Trafford Staffing, Digital and Modernisation Thematic Group	Reports to RCG (Recovery Coordination Group) Ensures the coordination of the Council's response, recovery and reintegration plans following efforts to manage the impact of Covid19 since March 2020.
Reintegration Sub Group	Reports to Trafford Staffing, Digital and Modernisation Thematic Group Comprises of three work streams: Estates, People and Health and Safety along with a Steering Board. Purpose is to develop and outline options for returning to work at our office locations using our agile arrangements, when lockdown restrictions are eased and/or lifted.
Health and Safety Operational Group	Reports to Reintegration Steering Group Ensure that effective risk management and monitoring processes are in place for services and for return to the office environment in the short, medium and long term linking with key service and partner leads.
Local and Mayoral Elections	Support to provide COVID secure elections The HSU supported with the election planning from January 2021 through to the count in early May 2021.

2.1.2 HSU have also had representation on further working groups as detailed in the relevant sections of this report to provide specific support e.g. in the provision of PPE, direct support to schools and supporting the Trafford Test and Trace process.

2.1.3 The communication of all our COVID guidance and information has been supported through the provision of our [#Stay EPIC COVID19 Support intranet pages](#), regular updates in the Staff and Manager Briefings, information on our '6 boxes', schools specific communications and also Senior Manager communications.

2.2 Supporting our Workforce to Work from Home

2.2.1 To protect staff from the risks of COVID, arrangements were put into place to allow our workforce to work from home where possible to do so. Many colleagues had to adapt very quickly to a new way of working and this brought a number of considerations to ensure the health, safety and wellbeing of our staff.

2.2.2 Homeworking support for our staff has been delivered through three key themes:

Workstation Equipment: Working with our IT Service, additional workstation equipment was made available to colleagues through a central ordering system. This included access to laptop risers, keyboards and mice to enable staff to work from laptops safely.

Workstation Assessment Guidance and Support: Additional guidance and support for working from home was developed which included a 'self-assessment' and advice on setting up and using the workstation correctly and stretching exercises.

Where further support is required, a referral is made to the HSU for an assessment and advice provided on adjustments to the workstation set up and safe working practices, such as the importance of ensuring regular breaks are taken and the provision of any additional equipment required.

Colleagues also have the opportunity to borrow office furniture on a temporary basis where a need is highlighted.

Health and Wellbeing Support when Working from Home: Guidance was also produced to support the mental wellbeing of colleagues working from home which included advice on:

- Staying connected with colleagues
- Creating home/work boundaries
- Setting work hours
- Looking after your mental and physical health

2.3 COVID Secure Buildings and Services

2.3.1 In line with Government guidance, we have ensured that those colleagues who can work from home continue to do so. However key services still needed to operate from our buildings. We therefore, adopted a number of practical measures to ensure our buildings are COVID secure.

2.3.2 The Reintegration Sub Group and Health and Safety Operational Group provides a cross functional team to develop a safe process for the return of staff. In line with Government Guidance our main administrative buildings have been subject to a COVID19 Buildings Risk Assessment to minimise the risk of infection and transmission of COVID19. Practical measures have included:

- Managing the occupancy of our main buildings to minimal requirements.
- Working with the Reintegration Staffing Group on increasing the capacity of staff where possible.
- Social distancing arrangements through clearly signed one way systems, restrictions on desk use and managing occupancy in kitchens, toilets and meeting rooms.
- Increased cleaning regimes and hand hygiene arrangements.
- Screens installed at public facing areas.

2.3.3 Guidance has been produced for managers and staff to inform of these arrangements. The arrangements are monitored and reviewed on a monthly basis by the HSU in conjunction with the Building FM Teams. Any issues of concern are reviewed and where necessary escalated to RCG.

2.3.4 A template COVID19 Buildings Risk Assessment has also been developed for Premises Managers to put into place arrangements at other buildings. The HSU has supported managers in completing the assessments at Ascot House, Registrars Service, Libraries, Music Service, Flixton House and Arts Centre. Specific 'COVID19 House Risk Assessments' have been developed for our Supported Living Service and Children's Homes to suit their particular working arrangements. Where staff are based in Health-owned buildings, the HSU have liaised with the TLCO Health and Safety Adviser who has completed their COVID19 Risk Assessment for those buildings.

2.4 Service Risk Assessment Support

2.4.1 Service Leads and Managers are responsible for making sure the risks associated with COVID19 have been assessed in relation to their work activities. To assist with this process the HSU provided a risk assessment template to guide colleagues through the key areas to consider as part of the risk assessment process. Specific support has been provided across our range of services as required.

2.5 Protecting our Staff at Greater Risk

2.5.1 Throughout the pandemic, Government guidance has been issued to provide further protection for persons at greater risk from COVID19 including those who are 'Clinically Extremely Vulnerable' and 'Clinically Vulnerable'.

2.5.2 In line with this guidance and other evidence based data, Trafford guidance for services and schools was produced, which has been revised as the Government guidance changes. It takes Service Leads and Head Teachers through an individual risk assessment process to identify and consult with staff at greater risk and how they should be supported with any additional protective measures.

2.5.3 The guidance has been widely communicated through our intranet pages and staff and manager briefings. Managers were also requested to incorporate this process as part of their team 'Check In's'.

2.6 Supporting our Trafford Test and Trace Process

2.6.1 The HSU support the local test and trace arrangements to respond effectively to suspected and confirmed cases of COVID19 and minimise the risk of transmission within the work environment.

2.6.2 Led by the Public Health COVID Trace Team, the process responds to notified cases and triggers the following actions:

- Self-isolation of affected staff and ensuring a test is obtained.
- An assessment of the working arrangements and any further potential contacts.
- Communication to contacts to ensure strict social distancing and hygiene arrangements are adhered to.
- The HSU support in identifying any further steps to minimise the risk of transmission within the workplace setting including reviewing the COVID Secure arrangements.

2.6.3 The HSU provided support and advice to Public Health in the identification of a suitable Lateral Flow Test (LFT) facility at Trafford Town Hall.

2.7 Schools Support and SLA Delivery

- 2.7.1 School settings, including our community schools, are still being supported with putting into place the arrangements for minimising the risk of infection and transmission of the virus to staff and children in the classroom. The measures to assist schools through this twelve months of the pandemic included:
- The provision of, and subsequent reviews of, a schools overarching COVID19 risk assessment to assist schools in identifying and putting into place arrangements to protect staff and pupils from COVID19 related risks.
 - HSU participation in a multi-disciplinary Schools Panel consisting of representatives from HR, Health and Safety, Education, Public Health and Cleaning Services to have oversight of the risk assessments being produced by Trafford schools and offer any further support or guidance.
 - Attendance at school and union update meetings to answer any queries and provide any further advice and guidance.
- 2.7.2 The schools SLA has focused on providing COVID health and safety support in addition to any other general enquiries and incident advice. Currently, 78 schools have purchased the Health and Safety SLA for 2020-21, compared to 75 in the previous year. The breakdown of schools is shown in table 2.

Table 2: Breakdown of school SLA buy-back

School Type	Number
Community	39
Voluntary Controlled	1
Voluntary Aided	19
Independent	2
Academy	17
Total	78

- 2.7.3 The HSU currently offer options to deliver further 'virtual/remote' audit support for schools during the pandemic that assist with their ongoing compliance and management of health and safety issues whilst continuing to manage COVID related risks for pupils and staff.

2.8 Provision of PPE to Key Services

- 2.8.1 The Trafford and Manchester Mutual Aid Hub provides a contingency supply of PPE (Personal Protective Equipment) to ensure teams and providers have the protection they need to deliver essential services and includes our Trafford Core and Commissioned Services.
- 2.8.2 The Trafford and Manchester Hub Project Team including colleagues from Transformation, Public Health, CCG and Health and Safety have defined systems in place to:
- Analyse and track demand for PPE
 - Procure mutual aid stock levels
 - Manage the ordering and distribution of required PPE
 - Provide guidance on the process and appropriate use of PPE
 - Quality assure items of PPE

The HSU have representation on the PPE Group to support the mutual aid hub.

2.8.3 The HSU have worked closely with our Trafford core services to identify the PPE need for those teams, assess and order the PPE required and make arrangements for it to be distributed to those teams via Service Leads. This is continually reviewed as the restrictions and demands on services alter.

2.9 Health and Wellbeing Support During the Pandemic

2.9.1 The impact of the COVID Pandemic has significant implications for the mental wellbeing of our colleagues through issues including increased anxiety regarding the situation, demands and changes to our work environment in continuing to deliver key services in challenging times, feelings of loneliness and isolation through the restrictions and the general impact upon the balance of our home and working lives.

2.9.2 We continue to deliver support to our colleagues, centered around our key themes, Healthy Lifestyle, Mental Wellbeing, Musculoskeletal Health, Occupational Health and Safety Support, as outlined in our Employee Health and Wellbeing Strategy (2019-2022) EPIC You.

2.9.3 We have delivered a range of interventions and support across the year in collaboration with internal partners such as our Organisational Development, Public Health and CCG colleagues and external partners such as GM resilience hub and self-help services. In addition our Mental Health First Aiders and EPIC Pioneers have been instrumental in shaping, supporting and promoting key events and learning opportunities. The summary of activities and support is provided in Table 3.

Table 3: EPIC You Health and Wellbeing Activities and Support

Activity	Details
Trafford Council/CCG Mental Health First Aid Network (Continuing)	<p>Provision of a Mental Health First Aid support service for all colleagues in the Council and the CCG</p> <p>Trained volunteers from our workforce who are a point of contact if colleagues are experiencing a mental health issue or emotional distress. We have 15 skilled Mental Health First Aiders whose contact details can be found on our HR Health, Safety and Wellbeing intranet pages.</p> <p>Our Mental Health First Aid services have been regularly promoted and communicated during Covid-19 and have delivered some key sessions during the various campaign weeks celebrated throughout the year.</p>
Wellbeing Principles (Early 2021)	<p>In response to feedback and to further support our colleagues in achieving a healthy work life balance in the virtual world in early 2021 we launched our corporate wellbeing principles.</p> <p>These 6 principles, endorsed and promoted by our corporate leadership team outline guidance and best practice advice to line managers and colleagues on meetings, keeping connected, taking scheduled breaks, communications and annual leave.</p>
Let's Talk Events (April 2020 Onwards)	<p>We have designed and delivered wellbeing sessions on each of Let's Talk Events since April 2020, for both leaders and colleagues. At each event the topic area has changed but the underlying focus on each event has been either mental or physical wellbeing. An example of some of the sessions delivered are outlined below:</p>

	<ul style="list-style-type: none"> ▪ Digital Wellbeing, ▪ Managing Stress ▪ Thriving through change ▪ Emotional Wellbeing and resilience (riding the corona coaster) ▪ Wellbeing through Nature ▪ Psychology of change keeping our people psychologically safe.
Tea & Talk sessions (April 2020 onwards)	<p>Our Mental Health First Aiders supported and hosted 15 virtual Tea and Talk sessions.</p> <p>These sessions provide colleagues with an opportunity to discuss mental health topics in a safe but informal environment, with the aim of breaking down barriers and connecting colleagues together.</p>
Micro Learn Wellbeing Events (April 2021 onwards)	<p>In April we launched our Micro-learn Sessions. These 45 minute bite-sized sessions aimed at manager's run monthly and the theme for Q1 was wellbeing. The following sessions have run and/or plan to be delivered in forthcoming weeks:</p> <ul style="list-style-type: none"> ▪ Active Home Working and Wellbeing (April) ▪ Exploring the GM Wellbeing toolkit to support managers to support their colleagues. (May) ▪ Promoting Healthy Digital Habits and Wellbeing (June)
Mental Health Support button 'How are you?'	<p>We created our 'How are you?' Mental Health support 'button' on the intranet home page. Colleagues are now able to quickly access the Mental Wellbeing intranet page and the various forms of internal and external links, guides and support available to support their mental health and wellbeing.</p>
Mental Health Awareness Week (18-24 May 2020)	<p>Supported and promoted in collaboration with the CCG a range of events and tools to highlight Mental Health Awareness Week. The theme of the week was "kindness" and its close connections to supporting positive health.</p> <p>Communications were themed for each day of the week and included:</p> <ul style="list-style-type: none"> ▪ Highlighting and promoting the Mental Health Foundation website, links and support pages. ▪ Promotion of our EAP/counselling support and our Mental Health First Aiders. ▪ Tools, tips and tricks to stay EPIC ▪ Team 'check in and chat' session suggestions. ▪ Guidance and tools to help connect through technology (e.g. MS Teams and WhatsApp). ▪ Publicising and promoting our Cheers for Peers & Epic Star Awards alongside acknowledgements from the community
On Your Feet Britain (24 Sept 2020)	<p>Publicising the national day coordinated by Get Britain Standing in association with Active Working.</p>
Cycle September (Sept 2020)	<p>We promoted Love to Ride's 'Cycle September' in association with Transport for Greater Manchester. Sharing with colleagues how cycling can make our communities cleaner, greener and more liveable.</p> <p>Communications included incorporated</p> <ul style="list-style-type: none"> ▪ Publicising TfGM's bike maintenance and cycling courses and signposting to our cycling intranet page.

	<ul style="list-style-type: none"> ▪ Advertising our Cycle to Work Scheme. ▪ Promotion of free cycling webinars such as Greater Manchester Green Summit webinar and Cycle September Urban Cycling Skills webinar.
World Mental Health Week (5-9 Oct 2020)	<p>Council/CCG week of special events leading up to World Mental Health Day held on 10 October 2020 incorporating 'Do One Thing' theme each day.</p> <ul style="list-style-type: none"> ▪ 5 ways to mental wellbeing ▪ Mental Health Myth Busters ▪ 3 x Tea & Talk sessions during the week ▪ Creation of Mental Health First Aiders Video supported and introduced by the Corporate Director of Transformation and Resources ▪ Perks at Work health and wellbeing support ▪ Self Help Services support ▪ Highlighting EAP/counselling services ▪ Physical activity and relaxation – publicising our green spaces, mindfulness and Transport for Greater Manchester website. Publicised the 'Let's Walk Festival' (12 - 25 October).
National Self Care Week (16-22 Nov 2020)	<p>Promoting and celebrating this annual awareness week, where we focused on embedding support for self-care across communities. Theme was 'Live Self Care for Life'.</p> <p>The week involved promoting links to the self-care forum, advertising relevant factsheets, and the provision of 3 Tea and Talk Sessions which were gender specific.</p>
Health & Wellbeing Week (25 - 29 Jan 2021)	<p>Collaborative week between the Council and CCG offering a number of activities to help support our colleagues' health and wellbeing.</p> <p>To role model and support the week, every colleague (Council and CCG) was given a 'Health and Wellbeing 1 hour voucher' to use for any purpose during the week to support their wellbeing.</p> <p>Additional activities included:</p> <ul style="list-style-type: none"> ▪ A Health and Wellbeing competition with prizes such as 3 months free membership to an online healthier lifestyle support service. ▪ Online Mindfulness sessions ▪ Random Cuppa sessions ▪ Sleep well virtual workshops ▪ Managing stress virtual workshops ▪ Active homeworking, permission to move workshops; and ▪ Teal and Talk sessions, hosted by our Mental Health First Aiders. <p>We also communicated and signposted to the following resources:</p> <ul style="list-style-type: none"> ▪ Health and wellbeing intranet resources ▪ Launch of the EPIC Promise and sharing of CLT's challenges of working from home and hopes and aspirations for 2021. Each update from CLT supported the promotion of health and wellbeing resources. ▪ Further opportunities for physical activity and exercise including virtual sessions with Trafford Leisure ▪ Healthy lifestyle information with links to a range of health assessment tools and advice to improve your physical and mental health

	<ul style="list-style-type: none"> ▪ Some fun activity challenges to encourage colleagues to keep active and healthy during lockdown
World Sleep Day (19 March 2021)	<p>Active promotion of the 14th annual World Sleep Day, an event which is intended to be a celebration of sleep and a call to action on important issues related to sleep.</p> <p>Communications included daily recommendations for 10 steps to achieving healthy sleep.</p> <p>Colleagues were also invited to attend a virtual Sleep Well Workshop run by Self Help Services, where further resources and tools were also shared.</p>
Covid HWB Guidance for Managers and Colleagues on Trafford intranet	<p>Updating and publicising tools and guidance to support managers and colleagues to work safely from home and to support mental and physical wellbeing during Covid-19 and lockdown. These included</p> <ul style="list-style-type: none"> ▪ Leading Virtual Teams ▪ How to embrace working from home ▪ Building Personal Resilience personal guide ▪ Managing personal change guide ▪ Building Resilience fluid book and intranet page ▪ GM Health and Wellbeing Toolkit and resources ▪ Promoting support and training for check-in conversations. ▪ Promotion of our Employee Assistance Programme and our Mental Health First Aiders. <p>Both our EAP and MHFA saw an increase of enquiries and requests for help during this period of time.</p>
Lunch and Learn Wellbeing Sessions (Aug – Oct 2020)	<p>During August to October 2020, we delivered short Wellbeing sessions to support colleagues as the pandemic continued, the sessions covered how to:</p> <ul style="list-style-type: none"> ▪ Identify stress in yourself and others ▪ Explain some of the neuro science of stress ▪ Deploy tools and techniques to manage stress. <p>In total, we delivered 6 sessions, which were attended by 32 colleagues.</p>
Epic Manager Programme Module Development (March 2020 - Present)	<p><u>Health and Wellbeing Module</u></p> <p>As one of the core session of this programme we piloted the virtual Health and Wellbeing Session on the 10 June 2020. The aim of the session is to:</p> <ul style="list-style-type: none"> ▪ Explore the key elements of health and wellbeing and their importance. ▪ Focus on physical health and how we transfer best practice to new ways of working ▪ To take a fresh look at stress factors and psychological wellbeing in the new world of work ▪ Create positive wellbeing cultures in teams ▪ To review how we should approach effective check in conversations (and practice offline)

	<p><u>Managing the Psychology of Change & Personal Change</u></p> <p>In early 2021 we launched our two change management modules one aimed at managers (managing the psychology of change) and the other session aimed at colleagues (managing personal change). The modules are aimed at equipping colleagues and managers to successfully lead themselves and their teams through change and share a range of tools and techniques to support the facilitation of change.</p> <p>To date we have upskilled 48 Managers on the Managing Psychology of Change and 83 managers have attended our Health and Wellbeing module.</p>
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3. Accident Statistics

- 3.1** Accident statistics provide an important aspect of monitoring health and safety performance and help identify areas where risk needs to be managed more effectively. However, the COVID pandemic has had a significant impact on our workforce delivery in terms of:
- A substantial proportion of our workforce working from home.
 - Temporary pausing of the delivery of some services in line with the restrictions or delivering them in a reduced way.
 - Changes in the way some of our front line services have delivered support to service users.
 - Reduction in the provision of 'walk in' customer access to some of our buildings.
 - Schools initially only opened to key worker pupils and reopened on a phased basis ahead of full reopening following the lockdowns.
- 3.2** We have therefore seen a significant decrease in the number of incidents reported to the HSU for the period April 2020-March 2021. Accordingly, this report will **not** fully analyse the trends of these incidents to previous years (as is usually detailed in this report), but instead will provide an overview of the incidents received.
- 3.3** A total number of 69 incidents were reported to the HSU for 2020-21 compared to 136 in 2019-20. Tables 4 and 5 provide a breakdown of these incidents by Directorate, Service Area and type of accident.

Table 4: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Adults Services	Adults Neighbourhood Teams	13
Total		13
Childrens Services	Education Standards, Quality and Assurance	6
	Children in Care and Leavers	1
	Social Care	4
Total		11
Governance & Community Strategy	Customer Services	3
Total		3
Strategy and Resources	Cleaning Support Service	3
	Catering Support Service	4
Total		7
Place	Regulatory Services	2
Total		2
Schools	Special Schools	26
	Community Schools	7
Total		33
Total Accidents		69

Table 5: Type of accident by Directorate

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Animals/insects		1						1
Assault (Physical)	4	4					22	30
Assault (Verbal/Intimidation)	1	1		2		1		5
Contact with a harmful substance					1			1
Contact with hot surface/ substance	1							1
Contact with a sharp object	1							1
Fall down steps/stairs					1			1
Hit by moving, flying or falling object		1					1	2
Manual handling	1							1
Other	1						1	2
Road traffic accident	3	2						5
Slip, trip or fell on the same level	1	1		1	4	1	7	15
Striking against object		1			1		2	4
Totals	13	11	0	3	7	2	33	69

A - Adults

C - Finance and Systems

E - Strategy and Resources

G - Schools

B - Childrens

D - Governance & Community Strategy

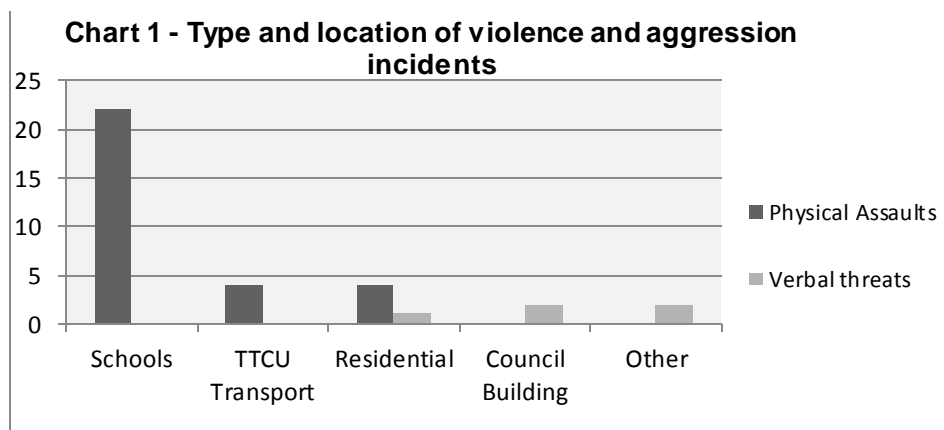
F - Place

3.4 Types of Accidents

3.4.1 Violence and Aggression

Violence and aggression remains the most reported accident type. A total of 35 incidents were reported (30 physical assaults and 5 verbal threats or intimidation).

The location and nature of such incidents are shown in Chart 1 below.



Special Schools reported a total of 22 physical assaults relating to managing pupils presenting challenging behaviour.

Trafford Transport Provision (TTCU) reported 4 cases of physical assaults. The main cause of these incidents occurred when staff intervened to prevent pupils from undoing their seatbelts and trying to get out of their seat.

Within residential a total of 4 physical assaults occurred within Adult Social Care Supported Living Service, involving different service users at various houses.

Verbal threats have been reported from a range of front line services including Regulatory Services, Adults and Childrens Social Services and Customer Services all occurred when dealing with members of the public.

3.4.2 Slips and Trips

Slips, trips and falls accounted for the second most common type of incident with a total of 15 reported. Seven incidents occurred within various schools and 4 within the Catering and Cleaning Service. There are no particular trends, the causes varied from tripping over items to slipping on wet surfaces or food spillages.

Two of these incidents were reported to the Health and Safety Executive as detailed in Section 3.5 below.

3.4.3 Road Traffic Accidents

A total of 5 road traffic accidents were reported. All of these accidents occurred whilst at work and involved other road users colliding with employee vehicles.

3.5 Reportable Injuries to Staff

There have been two incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive during the period 2020-21. These incidents included:

- A teacher who fell whilst trying to prevent a pupil from leaving the school premises, resulting in a fractured arm.
- A teacher who slipped on the hall floor whilst delivering a PE lesson and fractured their arm.

4. Continued Delivery of Health and Safety Improvement Plan

The focus of the HSU's work programme was reprioritised to deal with the COVID pandemic, however the following wider work including COVID related work streams continued to be delivered

4.1 Key Work Programme Actions

The following actions detailed in Table 6 were completed:

Table 6: Key work programme actions completed or being progressed by HSU

Area of development	Actions	Status
Corporate and schools guidance review	Refreshed Corporate Health and Safety Policy	Completed
	COVID19 Building Risk Assessment Templates	Completed
	COVID19 Service Risk Assessment Templates	Completed
	Persons at Greater Risk of COVID19 Guidance	Completed
	Working from Home Guidance	Completed
	Monitoring Health and Safety Guidance and Self Audit Template	Completed
	Display Screen Equipment Guidance and Risk Assessment Template	Ongoing
Corporate COVID Support	COVID Secure arrangements for our main buildings	Completed
	COVID Secure arrangements for services	Completed
	COVID Elections Risk Assessment Template for Polling Stations	Completed
	COVID Elections Risk Assessment for Count and Postal Count	Completed
Schools COVID Support	Schools Risk Assessment Reviews	Completed
Fire Evacuation arrangements	Review of fire precautions and fire register arrangements for our Council buildings and schools during COVID	Ongoing

4.2 Training

The HSU has continued to work with the Learning and Development Team to provide essential training as detailed in Table 7.

Table 7: Training delivered April 2020 to March 2021

Course/Training	Number of Courses	Number Attended/ Trained
First Aid at Work refresher (2 day)	4	16
Moving and Handling (Adults) Update	11	50
Online 'Moving and Positioning of People'		2
Online 'Health & Safety In the Workplace' Induction	-	354
Online General 'Manual Handling'	-	90

4.3 Requests for Service

The HSU have continued to respond to a high level of requests for advice and support in light of COVID and also other complaints or incidents relating to health and safety at work.

4.4 Display Screen Equipment (DSE) Assessments

A total of 58 DSE (computer) workstation assessments have been carried out by the HSU for employees. 41 cases involved supporting staff who were adapting to working from home; 17 cases involved a more complex assessment (6 of which were completed by the Council's Moving and Handling Consultant) and staff provided with advice and additional equipment where required.

4.5 Moving and Handling Support

- 4.5.1** Moving and Handling training continues to be an essential part of induction and mandatory training requirements within some of our Health and Social Care Services. There was an increased demand for support and face to face training as staff were recruited or redeployed to support these services during the COVID19 outbreak.
- 4.5.2** The HSU continue to support this increased training need with the delivery of the online Moving and Handling Training and Support Package. The system is now being used by staff in Ascot House, Care at Home, Supported Living and TTCU Services providing 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.
- 4.5.3** Socially distanced face to face moving and handling training was delivered for new and redeployed staff at Ascot House and Care at Home. A total of 50 new staff were trained to provide them with the additional support they require in their new roles.

4.5.4 The Council's Moving and Handling Lead and Consultant have also completed the following 'complex' moving and handling assessments, providing support for management, staff and service users.

Complex Moving and Handling referrals	Number of referrals
Complex M&H - Adults	8
Complex M&H - Children	7
Complex DSE	6
Complex Vocational Rehab	1

4.6 Fire Safety

The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools including:

- Revising our fire management and evacuation processes at our main administrative buildings due to the impact of our COVID secure and occupancy arrangements.
- Providing fire advice to schools to ensure fire compliance whilst managing COVID related risks.
- Completing Fire Risk Assessments where required at our schools.

5. Conclusion

The report has highlighted the significant work that has been delivered throughout 2020-21 in response to the COVID Pandemic to protect our workforce whilst continuing to deliver our services. This has been challenging but also rewarding and has been achieved through effective coordinated and collaborative work with services and partners.

This work will continue to support our services and schools face further challenges as we go into 2021-2022.