

Health & Safety Annual Report 2022-23



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Executive Summary

Hello and welcome once again to our annual Health and Safety report for 2022/23.

With the legacy of COVID still fresh in our minds and the changes it forced upon us, we now have some time to reflect on these and evaluate the ones that actually improved the delivery of services and begin to build on them to expend those positive effects into other areas of health and safety service delivery and management.

With a national spotlight now being focused on people's mental health, the ability for us to look beyond just achieving compliance with the law and to consider the greater effect and positive impact good health and safety management can have on both the mental health of the people of Lincolnshire and our own staff will continue to aid us with the delivery of excellent services.

Once again, the corporate health and safety team continue to investigate new and innovative ways to improve both the delivery of health and safety management, but also, the effectiveness and efficiency of those services through our digital strategy. This year saw even further increases to the number of health, safety and wellbeing training courses now being made available via the e-learning or hybrid formats, along with more services now being incorporated into the digital audit process, improving both the quality and more importantly the consistency of those reports.

As we head into the post COVID work environment and the new ways of working implemented during the pandemic are established as the norm moving forward, the need for our health and safety management to be adaptable remains a key priority and driver for our corporate health and safety team to ensure our commitment to providing a safe, healthy, and positive working environment is maintained.



Andrew Crookham
Executive Director – Resources



Cllr Mark Whittington

Key Results

This corporate update report provides a summary of the Health and Safety activities for 2022-23 and gives assurance on how well the council manages its health and safety risks.



No investigations or interventions from any of the enforcement agencies undertaken, resulting in no formal or enforcement action taken against us.

A 12% increase in the number of e-learning health and safety courses completed in 22-23, with over 10,000 individual courses having been completed by LCC employees.



The design, development, trialling and implementation of a new on-line contractor health and safety evaluation toolkit for permitted works on the highway.

Renewal of our first aid training contract, giving us a 20% discount on the price of future courses.



Many policies reviewed, updated and transferred into the new interactive digital format and hosted on our health and safety HUB

LCC maintained schools continue to see the value of our annual health and safety self-assessment programme, with 100% participating for the fifth consecutive year and the lowest score being an impressive 89%.



Key Results

“The driving force”

This year saw the redesign and relaunch of our Driving Assessment Toolkit (DAT). Aimed at all employees who drive in the course of their duties, it enables us to evaluate the occupational driving risk our employees face and provide key information, guidance or take action to control or reduce those risks. Since its relaunch in August 2022, over 3000 employees have completed the assessment, with only 2% initially falling into the ‘high’ risk category.



“Make it SHINE”

We renewed and renegotiated our current workstation assessment system and health and safety e-learning contract (SHINE). The improvements to the SHINE contract gave us several new and additional e-learning training courses, along with more efficient and effective monitoring process, at an average cost of only £1 per employee per year over the next 5 years.



“No more guess who”

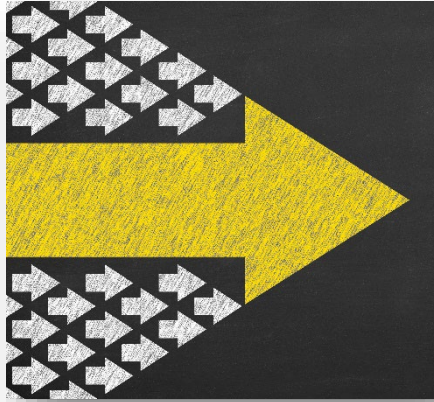
2022-23 saw the introduction of the new digital First Aid Board (FABs). With the flexibility of smarter working a new method quickly identify which employees are first aid trained, their location and availability was required. These new digital notice boards replace the old-style posters and can be updated on a regular basis, quickly and efficiently.

“A Vote for safety”

Health and safety guidance for elected members was reviewed and reissued, the guidance covers key hazards faced by our members and contained important information and instruction to reduce risk.



Key achievements



Follow my leader

In 21-22 we developed and trialled a revolutionary method of delivering the Managing Safety in LCC training course, which incorporated an 'open university' style of learning combined with a practical session. These reduced the delivery time of the course by 50% and gave greater flexibility to manager undertaking the training. In 22-23 we officially launched the training within several Directorates, training a significant number of managers and receiving positive feedback on this new approach.

Building for the future

Lincolnshire County Council's first health & safety apprentice completed their training and passed their final examination, gaining a Level 3 Safety, Health and Environment Technician qualification. They will now become a permanent member of the corporate health and safety team and a review will be undertaken to decide whether we can continue with the apprenticeship programme.



We can't stress the importance enough

As part of the e-learning training contract renewal we felt it was important to incorporate some additional training options related stress awareness and management. In February we launch two new courses, Stress Awareness for Employees and Stress Awareness for Managers.

Evolving for the future

Following a review of the health & safety governance structure in October several significant changes were implemented. The Corporate Health & Safety Team transferred from the Corporate Audit Team into Human Resources, helping to better a line employment and health and safety law support services, along with improved links with employee wellbeing. Changes were also made with the health & safety committee, combining this with our Central Panel group to try and improve the co-operation with Union representatives with health and safety governance.



Health, safety & wellbeing

Employee Health and Wellbeing Group Project Team

This group was established in early summer 2020 to oversee the delivery of our Employee Health and Wellbeing Strategy. In light of the impact of the COVID-19 pandemic on health and wellbeing the delivery plan for the strategy was reviewed and refocused, ensuring a range of support is available for employees and managers with both physical and mental health and wellbeing.



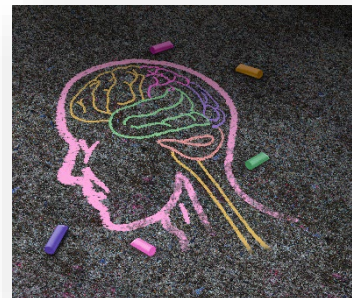
The group ensures work is focussed and targeted appropriately and links in with the work of the Smarter Working project and work currently being led by Lincolnshire Community Health Services Trust (LCHS) to support employees with health and wellbeing particularly across the health and social care sector in Lincolnshire.



The LCC group is made up of representatives from HR, Public Health, Adult Services and Communications to ensure relevant intelligence can be fed into all initiatives we undertake to support employee health and wellbeing and to reflect the council's supportive and inclusive culture.

Meetings were held with the Chairs of the Staff Network groups to ensure feedback from the networks was captured and the offer developed appropriately to ensure support for all employees including carers, employees with a disability and Black, Asian and Minority Ethnic employees.

Through the work of the group colleagues are offered healthy lifestyle initiatives. A recent offer included two 12-week physical activity programmes, one aimed at the less active 'Heart and Sole' and the other at those wanting a higher-level challenge 'Miles Better' in order to ensure inclusivity for all.



Health, safety & wellbeing

As an organisation we know that it is hugely important we take care of our mental health. As part of our LCC employee health and wellbeing offer we have a wide range of support open to all, ranging from advice to specialist sessions and practical assistance.

This includes:

- Employee Support and Counselling Service
- New Brilliant Me resilience sessions
- Mindfulness Hour
- Mental Health First Aider network
- Being a Mindful Employer



In addition, all Lincolnshire County Council staff can access The Staff Wellbeing Hub run by LPFT (Lincolnshire Partnership Foundation Trust) which provides a confidential space to share concerns and worries without the fear of being judged

Organisational Development Steering Group

The Organisational Development Steering Group is made of representatives from across the council. It is one of our key engagement groups for workforce issues and meets bi-monthly, working collaboratively and creatively to support the delivery of our Employee Health and Wellbeing; Engagement and Development; and Workforce Strategy initiatives for the Council. During the pandemic the key focus area for the group was employee health and wellbeing as we developed and enhanced our offer to support our employees.



Further details and information on employee health and wellbeing can be found on the LCC Equality, Diversity and Inclusion page and Annual Report.

Identified Priorities

The council has appropriate systems and processes in place to ensure good Health & Safety management is maintained. We are satisfied that these work well, however there is always room for continuous improvement. Several priorities were identified within the 2021-22 annual report, our progress on these is highlighted below:

What we have done

Actions identified/undertaken	Progress
Driver Assessment Toolkit Review and re-launch of the Driving Assessment Toolkit (DAT) for the next 3-year period 2022-25	completed
Managing Safely Training Full corporate roll out of the newly developed “Managing Safely in Lincolnshire” course	completed
Contractor Evaluation Toolkit Implementation of the new Section S278 – Contractor H&S Evaluation system for permitted works on the highway	completed
Tender Evaluation Toolkit Development of a system for evaluating the H&S documentation of external companies tendering for LCC contracts	On-going
First Aider Notification Review First Aid and procedures to ensure continued compliance within a Smarter Working environment	completed

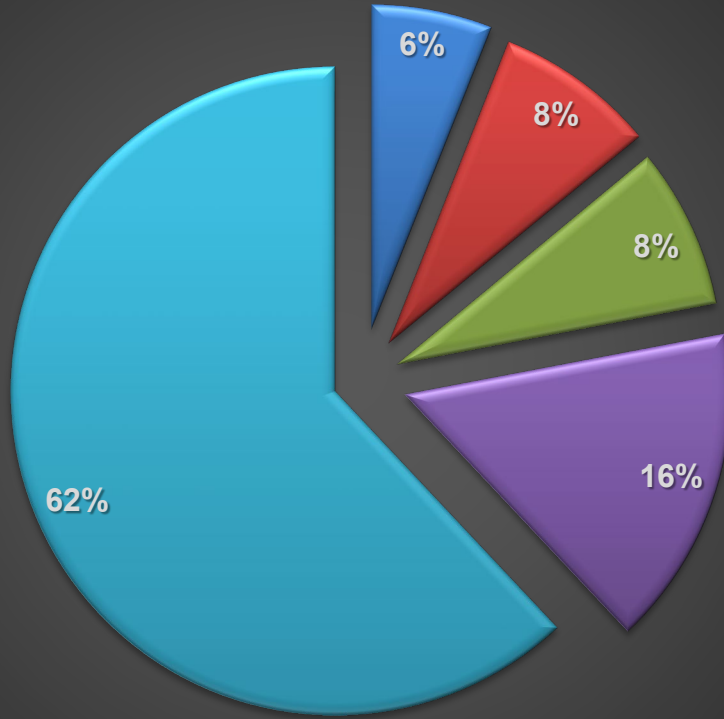
Future priorities

To ensure our systems and processes remain in good working order and we continue to grow our service provision, we continually review and investigate areas where improvements or efficiency savings can be made. Our focus for 2023-24 includes the following areas:

Key activity	Lead officer/team	Timescales
Development of a digital property health and safety checklist and guidance	Property Services and Corporate Health and Safety Team	April 2023 to March 2024
Review and launch a new e-learning fire marshal training course	The Corporate Health and Safety Team	April 2023 to March 2024
Implementation of the SHINE workstation assessment system within Lincolnshire Fire and Rescue.	The Corporate Health and Safety Team & LFR	From May 2023
Development of new display screen equipment eye test and glasses voucher protocol/policy	Corporate Health and Safety Team	From July 2023
Development, trialing, implementation of reviewed Working Safely Course Review	Corporate Health and Safety Team	From May 2023

EVOSAFE report forms 22-23

Percentage split of reported incidents



Resources

Adults & Comm Wellbeing

Place

Childrens (Educational)

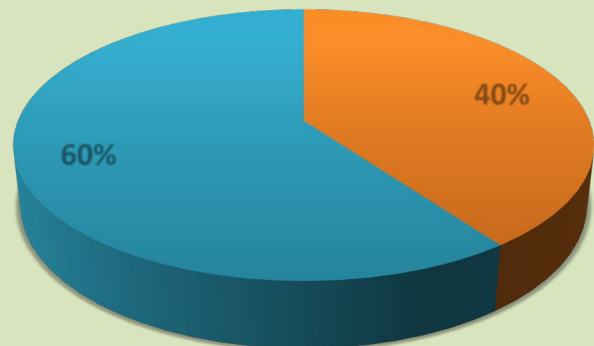
Childrens (All Other Services)

Total number of completed report forms = 1313

***Accidents = 1002**

****Near miss = 286**

*****Incidents = 25**



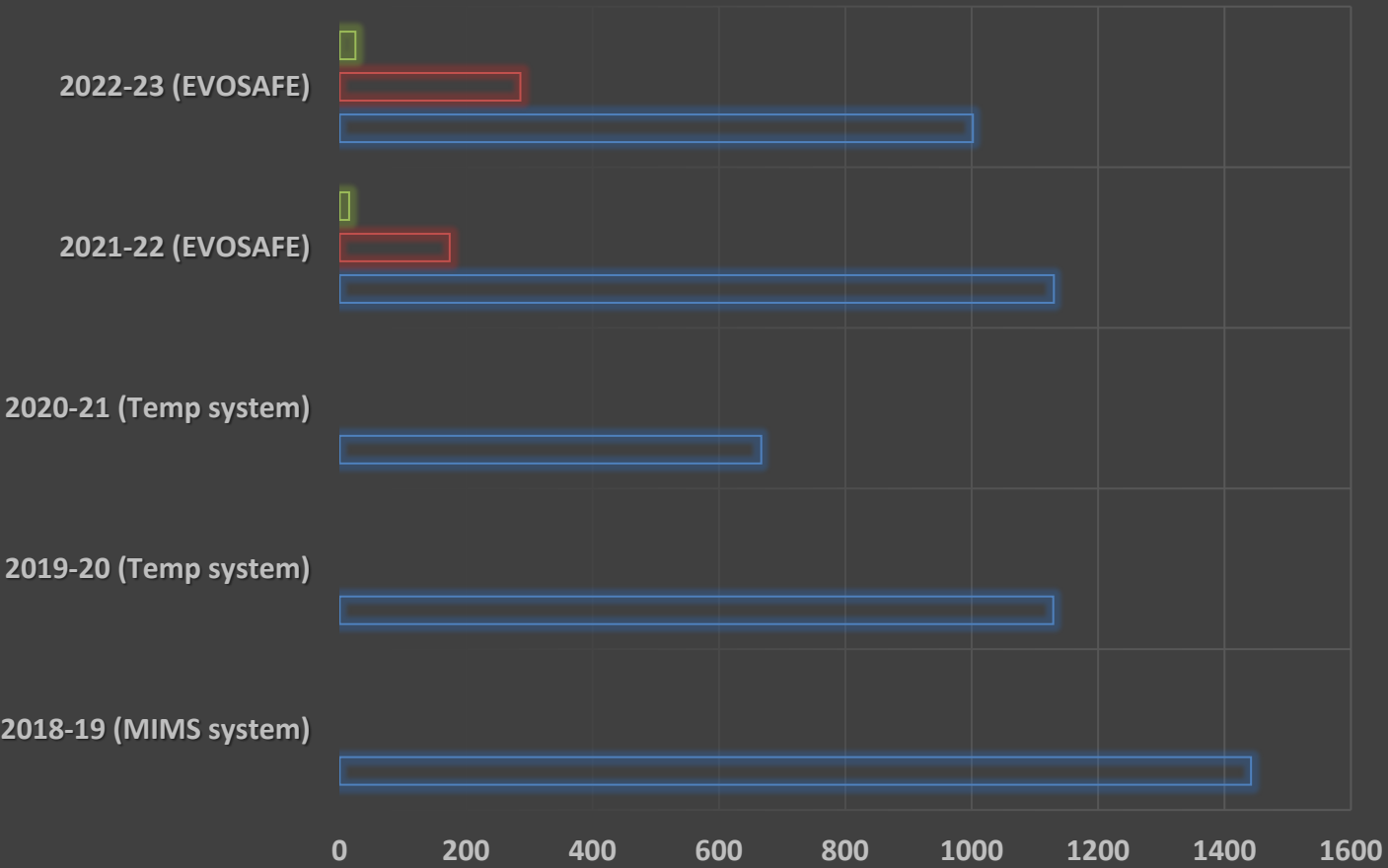
Employees

Non-Employees

*Accident = resulted in injury ** Near miss = could have caused injury *** Incident = no injury but caused damage to equipment, etc

EVOSAFE report forms

Incidents Near Miss Accidents



As expected, we've seen an increase in reports of 'Near miss' incidents

The awareness of employees to report these types of incidents is a positive, helping to identify potential issues

We've seen a 22% decrease in the total number of reported employee accidents

Better understanding and use of the EVOSAFE, resulted in more accurate reporting



A 37% decrease in the total number incidents resulting in some form of injury compared to 21-22

Resulting in a 27% reduction in employees having to take time off work due to injury

A total of 108 days were lost to injuries resulting from work related accidents

A 52% reduction on the number of days lost in 21-22



Our risks

Health and Safety risks

There are no changes to the biggest health and safety risks the Council faces:

Risk	Mitigating actions	Inherent risk rating	Level of assurance
Failure to notify the HSE of RIDDOR-reportable incidents / injuries within the regulated timescales	<ul style="list-style-type: none"> Policy and guidance to be reviewed. EVOSAFE system fully rolled out. Process to be incorporated within Managers Health & Safety training 	Amber	Substantial
Inadequate Health & Safety knowledge/ understanding within middle and senior management	<ul style="list-style-type: none"> New Managing Safety launched in 2022-23 Targeted questions within digital audit 	Amber	Improving
Maintenance of effective governance arrangements	<ul style="list-style-type: none"> Corporate Steering Group Directorate groups TOR for Health & Safety Gov' structure 	Green/ Amber	Substantial
Enforcement action from the Health & Safety Executive against LCC	<ul style="list-style-type: none"> Reviewing policies/procedures Increased corporate training programme Provision of competent support/advice 	Amber/ Red	Substantial
Enforcement action from the Health & Safety Executive against LCC's partners/contractors	<ul style="list-style-type: none"> Contractor Health & Safety evaluation Joint partnership meetings Oversight and scrutiny 	Amber	Substantial

Key

The Impact	Inherent risk rating	Assurance rating
Enforcement Action / Prosecution Financial Costs – fines, claims Representational costs – negative media coverage Harm to employees Harm to services users Impact on service delivery	High - very large fines, criminal prosecution, death or life changing injury, prohibition of services.	Low – minimal level of confidence over the design and operation of controls, performance or management of risk.
	Medium - significant fine, breaches of legislation, serious injury or harm, improvement notices for service.	Limited - medium level of confidence over the design and operation of controls, performance or management of risk.
	Low - monitor and be aware, activity to mitigate the risk within existing service delivery plans / management arrangements.	Substantial - high level of confidence over the design and operation of controls, performance or management of risk.