



Health and Safety

Annual Report 2021 - 2022

Contents

1. Executive summary
2. Introduction
3. H&S Objectives
4. Governance
5. Risk management
6. Legislation changes
7. HSE intervention
8. Policy and procedure updates
9. Communications
10. COVID-19
11. The lone worker 'Companion' mobile app
12. Hybrid working and looking to the future
13. Health and safety training
- 14a. Safety event statistics – Directorates
- 14b. Safety event statistics – Schools
- 15a H&S monitoring – Directorates
- 15b H&S monitoring – Schools traded service

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Approval:	HSAB, CHSM, Corporate H&S Lead

1. Executive summary

Throughout the last year there has been considerable focus by the H&S Team on the Council's response to the COVID-19 pandemic and safe continuity of services. We have worked closely with managers to ensure risk assessments are carried out and safe systems of work remain robust to manage the risk of COVID-19 transmission to our workforce and service users. Whilst there have been operational challenges due to localised outbreaks amongst staff groups overall controls have remained effective in reducing the impact of infections with continuity of essential services being maintained.

The start of 2022 and during Q4 has seen an improving picture with falling infection rates and reduced health risks due to the success of the vaccination programme. The health risks to the population from COVID-19 are now significantly reduced, which is primarily due to the success of the vaccination programme. In line with the governments Living with Covid Plan, the future approach to managing the risk of COVID-19 will broadly be the same as for other respiratory diseases. Staff will be expected to follow public health advice and sickness absence policies, whilst maintaining standard infection prevention control measures at work. There is no longer a requirement to undertake specific risk assessments for COVID-19 and workplace asymptomatic testing has ended, other than for a few specified circumstances in health and adult social care.

Whilst the pandemic has taken significant resource and focus of the H&S Team, we have sought to continue with improvements in all areas of risk management. One of these has been personal safety and lone working with many of our staff who work in frontline roles and are sometimes exposed to physical and verbal abuse including violent, threatening, or aggressive behaviours. With staff now operating in a more agile way we recognised traditional office-based working and duty phones were unreliable and so we have purchased a lone work worker mobile solution which enable staff to have access to 24/7 emergency support and provide assurance to managers that staff are safe.

Looking forward the organisation has seen a significant shift in work styles to a more agile and hybrid style. This approach has clear benefits for both the organisation and staff and work is underway to develop a long-term strategy for new ways of working. In the meantime, it is important that staff can work in a safe manner whether at home or in the office. The H&S Team continues to support managers alongside ICT, HR, FM and Procurement to ensure staff have access to the right equipment and where appropriate making reasonable adjustments for those with special requirements.

The pandemic and government restrictions resulted in a significant impact on services operationally and how staff conduct their work. Virtual working and general increase of staff H&S awareness has unsurprisingly resulted in a positive effect on our accident and incident rates which have shown a consistent reduction over this period. We are predicting in 22/23 a uptick in incident rates attributable to restrictions being lifted and frontline activity returning to normal.

As we move into the next year there will be renewed focus on business as usual and core service risk whilst ensuring the organisation continues to build on the successful COVID-19 response and lessons learned to ensure continuous improvement.

The Health and Safety Assurance Board continue to review our strategic H&S Objectives and despite the unprecedented challenges faced responding to the Covid-19 pandemic over the last 2 years, we have remained focused on delivering those priorities.

2. Introduction

Oxfordshire County Council values its employees, service users, pupils and others affected by its operations and is committed to protecting their health, safety and wellbeing. It therefore continues to develop and improve its arrangements for managing health and safety.

This annual report contains information about the work of the Corporate Health and Safety Team, the Council's health and safety performance over the year and its plans for the coming year.

3. Our H&S Objectives

2022/23 will continue to see recovery from the pandemic with an emphasis returning to 'business as usual risk management'. We will focus on continuing to promote a strong and positive health and safety culture which includes competency training, promotion of risk assessment and risk controls, incident reporting and ongoing learning following adverse event investigations. We will continue to embed a strong culture of positive engagement and wellbeing at all levels, working closely with recognised trade union representatives to challenge practice, strive for continual improvement and co-produce solutions wherever possible.

Our H&S objectives are



What we are doing

Respond and recover from the Coronavirus Pandemic ensuring effective controls are in place to minimise transmission.

We have successfully mitigated the risk of COVID through workplace controls to reduce impact from infections and maintain business continuity. Some specific workplace controls maintained in Adult Social Care whilst working restrictions in other areas largely removed. There were no RIDDOR reportable infections in 21/22.

The risk from COVID is now much lower with reduced impact and no longer considered an objective in 22/23.

Improve corporate assurance of H&S in fleet management *

We will support the Corporate Director to address relevant audit recommendations including H&S regarding management and compliance of council fleet and grey fleet.

Monitor compliance

During 2021 after pausing activity due to the pandemic we resumed the corporate monitoring programme using iAuditor as the new system for recording inspections and tracking actions. This system now provides greater consistency and quality of inspections whilst allowing the H&S Team to monitor action completion. In 2022/23 we will continue to undertake H&S monitoring inspections as per programme and reporting on progress to the Health and Safety Assurance Board and management.

Improve system for reporting safety events

We have instigated a new ICT project to replace the existing H&S reporting system. The new system will provide an improved user experience with improved data and management information for trend analysis and reporting.

In 2022/23 following approval by ICT project board and options appraisal, we will look to agree funding and proceed with preferred solution.

Engage with Trade Unions

During the past year we have regularly met with unions and staff representatives which has proven essential at maintaining employer relations during difficult times throughout the pandemic.

In 2022/23 we will maintain engagement and consultation in particular development of the agile working strategy.

Provide safe and compliant buildings *

Following the Property Investment and Facilities Management service re-design in 2021 operational improvements will be made to ensure the Council fulfils its responsibilities as corporate landlord through:

- Health Safety and Compliance Review
- Introducing single view of the asset system that will assist in managing building compliance and providing greater oversight and assurance.
- Implementing a systematic approach to support Responsible Premises Managers (customers), including developing competency and providing a joined up and holistic approach to managing buildings.
- Develop and implement robust H&S arrangements within cleaning service including information, training and competence of cleaning workforce. (BICS Audit)

Competent workforce

In 2022/23 we will review existing corporate H&S training with proposed expansion of corporate eLearning offering via Learning Pool.

Implement the Lone Worker Monitoring App/ Device for lone workers identified by Services who are delivering services in higher risk situations. *

During 2021/22 we reviewed and updated our lone working policy and implemented the new Companion app. Rolling out to approximately 800 staff primarily in Children's Services

In 2022/23 we will expand use of the lone working app to include Adult Services. We are also working with Learning and Development to identify new personal safety/lone working training aimed frontline workers.

**Included in Corporate Lead Statement for H&S*

4. Governance

The Council must comply with the *Health and Safety at Work etc. Act 1974*, subordinate [legislation](#) and other statutory requirements, this includes arrangements to control health and safety risks.

As a minimum, the Council has put in place processes and procedures required to meet the legal requirements, including:

- a written [health and safety policy](#).
- managers assess the risks to employees, contractors, customers, partners, and any other people who could be affected by our activities. Risk assessments must be 'suitable and sufficient' and record significant risks.
- arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment. The [corporate arrangements](#) expands on the health and safety arrangements outlined in the council's health and safety policies and provides the framework for the council's health and safety management system
- Health and safety policy and governance is developed and monitored by the Health and Safety Assurance Board (HSAB). The HSAB is represented on the Senior Leadership Team (SLT) through Steve Jorden, Corporate Director CDAI who is the nominated corporate lead for H&S and signs the Corporate Lead Statement of Assurance for H&S.

5. Risk management

The main thrust of risk management during the year continued to focus on Covid 19 whilst continuing to maintain business as usual. The H&S Team continued to provide and maintain advice in line with government guidance including the provision of corporate risk assessments, safe working procedures and supporting managers with day-to-day issues and queries.

All services activities and premises were required to review and implement activity specific risk assessments with controls appropriate to the tasks being undertaken. Managers were required to develop personal Covid 19 risk assessments for vulnerable employees and manage risks appropriately.

All staff working at home were asked to complete a DSE/homeworking risk assessment and staff were provided with appropriate equipment to allow them to work safely.

The Council continued to deliver corporate H&S training for staff albeit with a focus on delivering virtually where appropriate to reduce the risks from Covid 19.

The H&S Team has a process for ensuring that all our corporate H&S policies and procedures are reviewed and remain up to date. We monitor legislation to ensure that the policies reflect the latest legal requirements and when appropriate we comment on published drafts and consultations of proposed legislation.

6. Legislation changes

Health and Safety Legislation	Affected services
Coronavirus Legislation : Coronavirus Act 2020 and various Health Protection Regulations (Revocation) – <i>Removal of restrictions and implantation of Living with Covid-19 plan.</i>	All services

7. HSE Intervention

Type of Intervention and Enforcing Authority	Type of Action
None in 2021/22.	N/A

8. Policy and Procedure updates

The H&S Team maintains a range of [health and safety policies and procedures](#) which can be found on the intranet. In 2019/2020 the following policies and procedures were created or reviewed:

Policy or Procedure Updated
June Minibus Guidelines - review
August Tree Safety - review
January OCC Contractor Standards – review Eye care – change to reflect new expenses claim process
February Personal Safety Lone Working
Coronavirus (COVID-19) - Working safely Oxfordshire County Council Intranet – throughout the year guidance was maintained and updated to reflect government guidelines and working practices at the time.

In 2021/22 the following safety action bulletins were issued:

Safety Action Bulletin Issued and Affected services

None in 2021/22	N/A
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9. H&S Communications

During 2021/22 monthly H&S Communications meeting were held over MS teams. In addition to the Covid-19 headlines, the following H&S Communications were released.

Communications published
Throughout 21/22 Various updates on H&S Guidance for COVID-19 Coronavirus (COVID-19) - Working safely Oxfordshire County Council Intranet
April 2021 Driving Checks, MOT, Insurance , 14.04.21 Do you drive as part of your job role? Oxfordshire County Council Intranet
May 2021 Stay safe in the sun , 28.05.21 Working safely in sun and heat exposure Oxfordshire County Council Intranet
June 2021 Allergy awareness week , 22.06.21 World allergy week Oxfordshire County Council Intranet Staying healthy and safe while home working, 22.06.21 Staying healthy and safe when agile working Oxfordshire County Council Intranet
August 2021 Eyecare voucher scheme changing , 18.08.21 Keep an eye on your sight Oxfordshire County Council Intranet
September 2021 Mandatory H&S training reminder , 09.09.21 Help reduce risks and accidents Oxfordshire County Council Intranet Staying healthy and safe while home working , 14.09.21 Staying healthy and safe when agile working Oxfordshire County Council Intranet
February 2022 Keep an eye on your sight , 22/02/22 Staying healthy and safe Oxfordshire County Council Intranet
March 2022 Mandatory Health & Safety Training , 17.03.22 Mandatory health and safety training Oxfordshire County Council Intranet

10. COVID-19

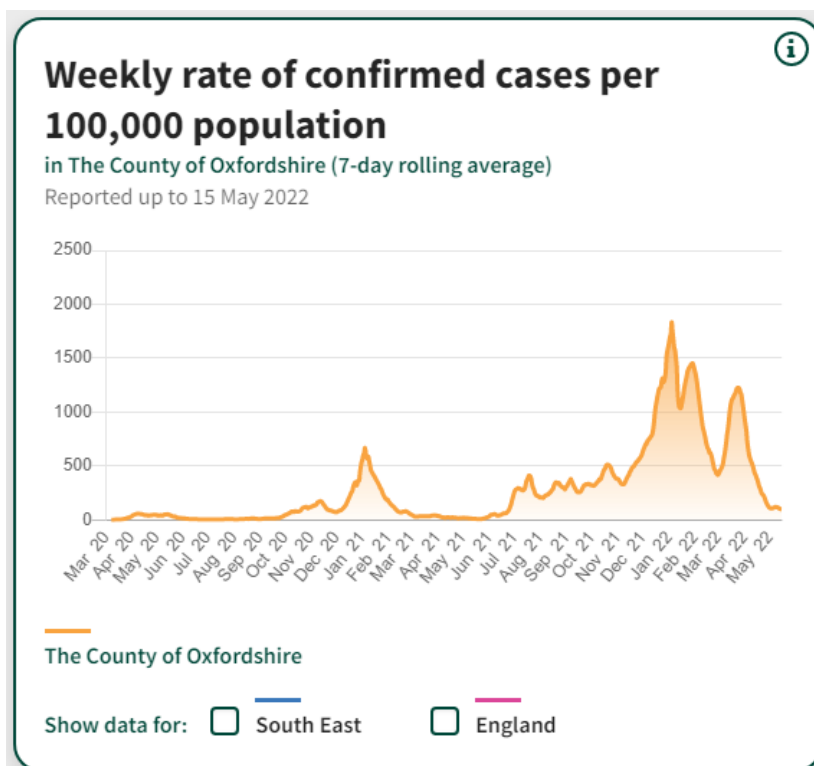
Throughout the pandemic, we have faced additional challenges from new variants and public health advice. The H&S Team working with leaders and managers across the Council have been able to respond quickly to the ever-changing government guidelines and we have been able to provide competent advice and support to the organisation.

This year we have carried out key health and safety activities and provided support in response to the pandemic. These include:

- Member of MOAC, Silver and other operational cells (FM, PPE, Schools) as part of COVID-19 corporate decision making and oversight.
- Meet regularly with trade unions and stakeholders.
- Creating a dedicated source of health and safety information and working safely guidance.
- Providing and maintaining corporate risk assessments and procedures to ensure safe systems of work are in place.
- Working with HR and Occupational Health to ensure risks to vulnerable staff are considered and managed.
- Carryout physical on-site inspections to review COVID-19 control measures and compliance.
- Provide day to day advice to managers and staff in relation to COVID-19.

From a peak of cases late December into early January, Q4 did see cases fall overall although there was a smaller peak during March (1 Jan 2022 UK 7day average 214,662.1 to 31 March 2022 UK 7day average 61,249.6, Oxfordshire data is available [here](#)). The health risks to the population from COVID-19 are now significantly reduced, which is primarily due to the success of the vaccination programme. In line with the governments Living with Covid Plan, the future approach to managing the risk of COVID-19 will broadly be the same as for other respiratory diseases. Staff will be expected to follow public health advice and sickness absence policies, whilst maintaining standard infection prevention control measures at work. There is no longer a requirement to undertake specific risk assessments for COVID-19 and workplace asymptomatic testing has ended, other than for a few specified circumstances in health and adult social care.

The 'Working Safely' guidance for employers in England has been replaced with [a set of public health principles](#) for reducing the spread of respiratory infections, including COVID-19, in the workplace.



11. The lone worker 'Companion' mobile app

Background to the project

Lone working is common practice for many Council staff in a range of scenarios.

During 2021/22 we launched the new Lone Worker Technology project to implement a service to locate and escalate alerts from lone workers.

This solution is aimed at those conducting 'higher-risk' lone working and will complement existing lone worker procedures and systems.

For more information: [Lone working | Oxfordshire County Council Intranet](#)
[Companion app YouTube video](#)



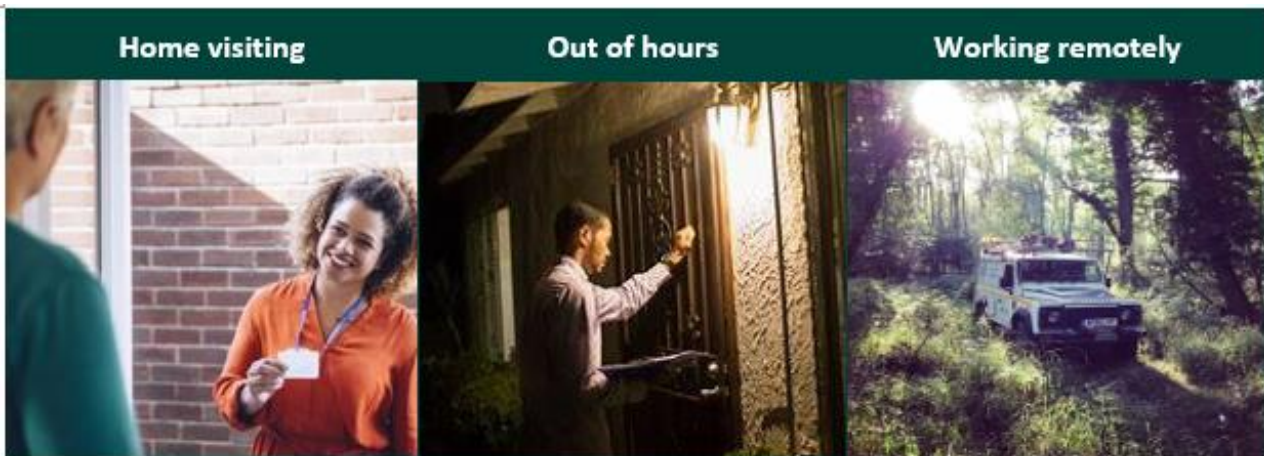
How does the new lone worker service work?

Companion is our new integrated lone worker app that transforms your OCC mobile into a lone worker safety device.

The Companion App features advanced safety features including a screen-lock override to raise an SOS, regular welfare checks to monitor your safety, a fall and mobility alarm providing automatic alerts upon falls, impact and inactivity, accurate location monitoring.

Who is the service aimed at?

The Companion App is aimed those undertaking 'higher-risk' lone working and enhances existing arrangements that should be in place for all lone workers. Higher-risk lone working can include:



In 2021/22 we have onboarded approx. 800 lone workers including, Children's Social Care, Highways and FM Engineers, and are planning to onboard Adult Services during 2022.

Focus over the next year will be to promote and increase 'usage' by workers. Despite the solution being enabled some staff remain reluctant to use the app and therefore more engagement and support is being targeted to ensure the app is being used effectively. Senior managers are also being asked to reinforce the requirement to use the app as part of standard lone working procedures.

How do Teams get onto the Service?

The Council has limited licences available, and teams will need to demonstrate through a business case to be included in scope. Any questions about the service and lone worker policies contact paul.lundy@oxfordshire.gov.uk - County Health Safety Manager.

12. Hybrid working and looking to the future

Many of us have had to change the way we work because of the COVID-19 pandemic. This has created advantages for some and challenges for others.

Hybrid working is an opportunity to create a better way of working, so we won't return to the way we worked before the pandemic.

Hybrid working is being able to work from different locations at different times using spaces more effectively and more efficiently. This could be a mix of working in an office and at home.

It places a greater focus on the work you do rather than where or when you do it.

We're developing hybrid working for the council that:

- supports colleagues, customers and members
- improves staff wellbeing, accessibility, and inclusion
- makes us an employer of choice
- reduces our carbon footprint



The information on the [agile working pages](#) can support staff to make new working arrangements.

What we're doing

We're speaking to staff to help us decide how we adopt a hybrid working model that is right for us.

With our offices now open, we're working with services to try new ways of using our spaces. We're making sure the offices are being used in a safe and effective way.

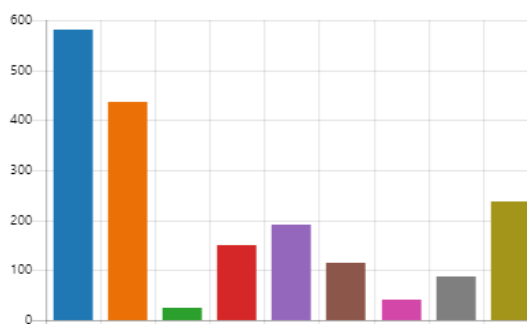
Based on what we learn from speaking to staff, we'll develop our long-term strategy during 2022. Until then, we'll support managers and staff to take on hybrid working arrangements. We'll help everyone work in the best way possible.

Staff working arrangements must allow us to support our colleagues, customers and members. Services need to be clear about their service parameters and team agreements for hybrid working.

Ensuring staff have access to healthy work environments

1,866 staff have completed a [Display Screen Equipment \(DSE\) self-assessment](#).

Children's Services	582
Adult Services	437
Public Health	25
Environment and Place	150
Customers and Organisational...	190
Commercial Development Ass...	115
Community Safety	41
Fire and Rescue	88
Other	237






71% of staff work mainly from home

Where is your main work base?

[More Details](#)

 Insights


 OCC Office/Location	539
 Home	1326
 Other	1



20% of staff indicated they are experiencing pain or discomfort

Do you have any aches, pains or discomfort or a diagnosed health condition which affects you using the display screen equipment

[More Details](#)

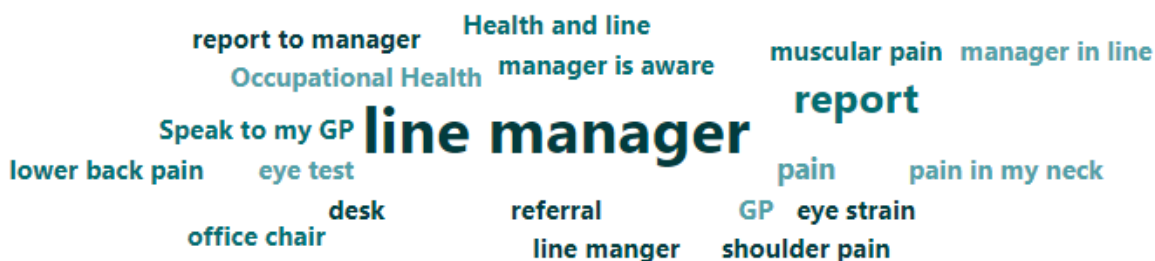
 Insights

 Yes	376
 No	1488



Majority of staff with issues indicated they would take forward with their line manager or seek further health advice e.g. occupational health.

115 respondents (35%) answered **line manager** for this question.



Help on offer

Working with HR, Occupational Health and Facilities Management we support staff by:

- Providing advice and guidance on how to set-up workstations correctly and correct posture.
- Referring to Occupational Health for specialist MSK assessment where there are medical or health issues.
- Funding and implementing any support as identified by Access to Work.
- Having processes in place for managers and employees to purchase equipment for home working including:
 - ICT equipment including laptops, keyboards, screens, software (e.g. Dragon) etc.
 - Furniture including office chairs and desk risers etc.
- DSE users have access to a free eye test and where required a contribution towards spectacles.

For further information:

[The equipment you will need | Oxfordshire County Council Intranet](#)

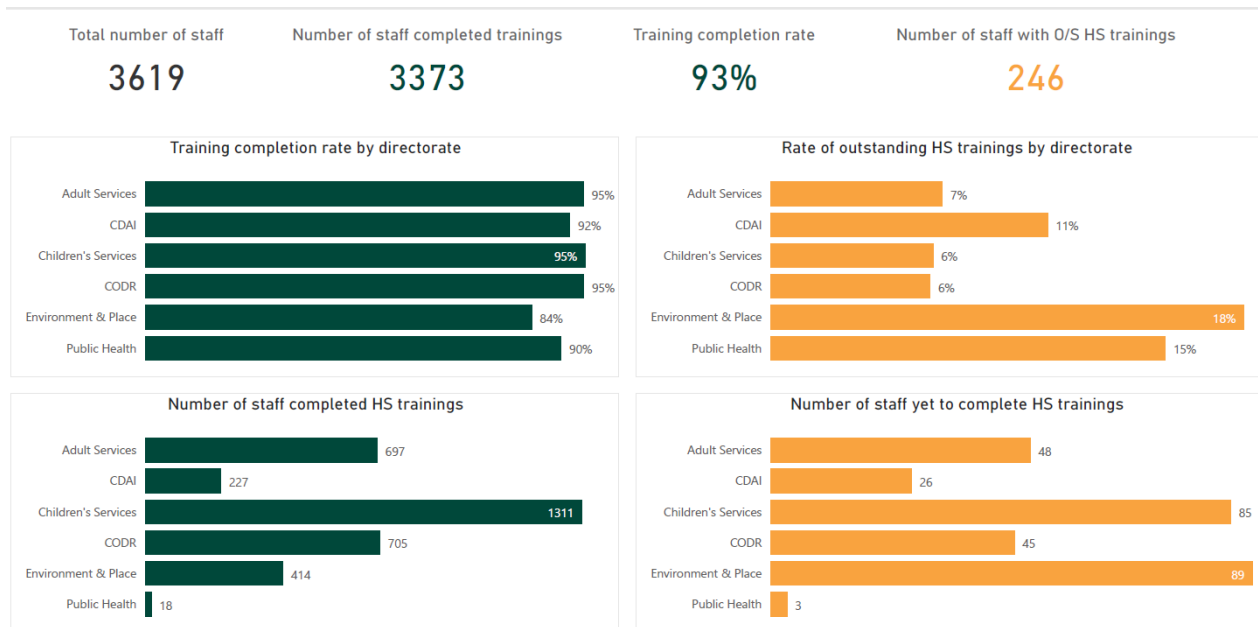
[Eye care | Oxfordshire County Council Intranet](#)

13. Health and safety training

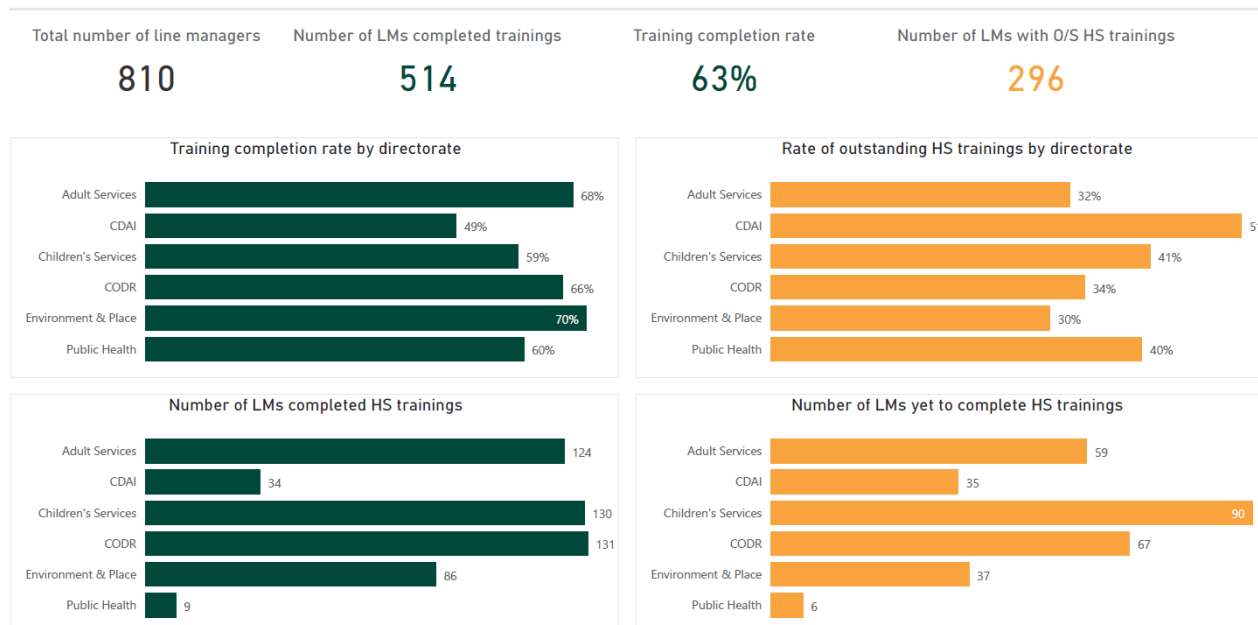
Through the corporate programme staff must complete essential health and safety training. Completion rates for both the Introduction to H&S for all staff 93% and H&S for managers 63% will include all new starters who have 6 weeks to complete as part of induction.

All essential training is allocated to staff within their training profiles and sent regular reminders along with corporate communications in [intranet headlines](#) and managers briefing.

Health & Safety Trainings for All Staff | Overview (as at 31 Mar. 2022)

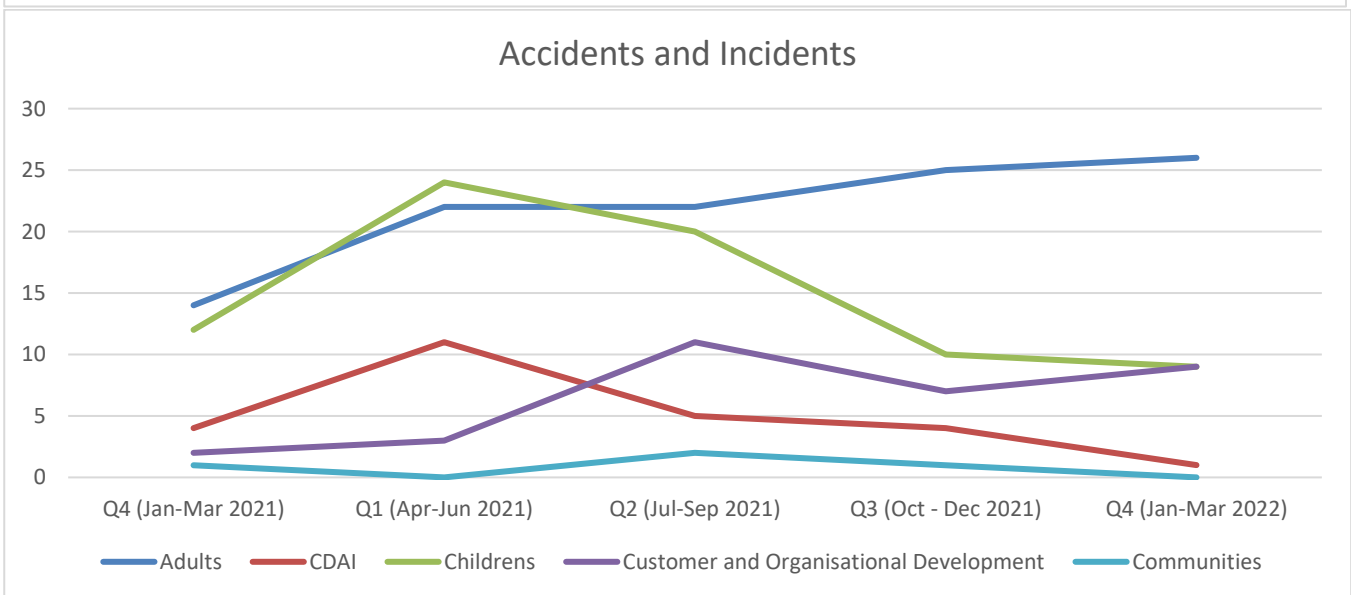
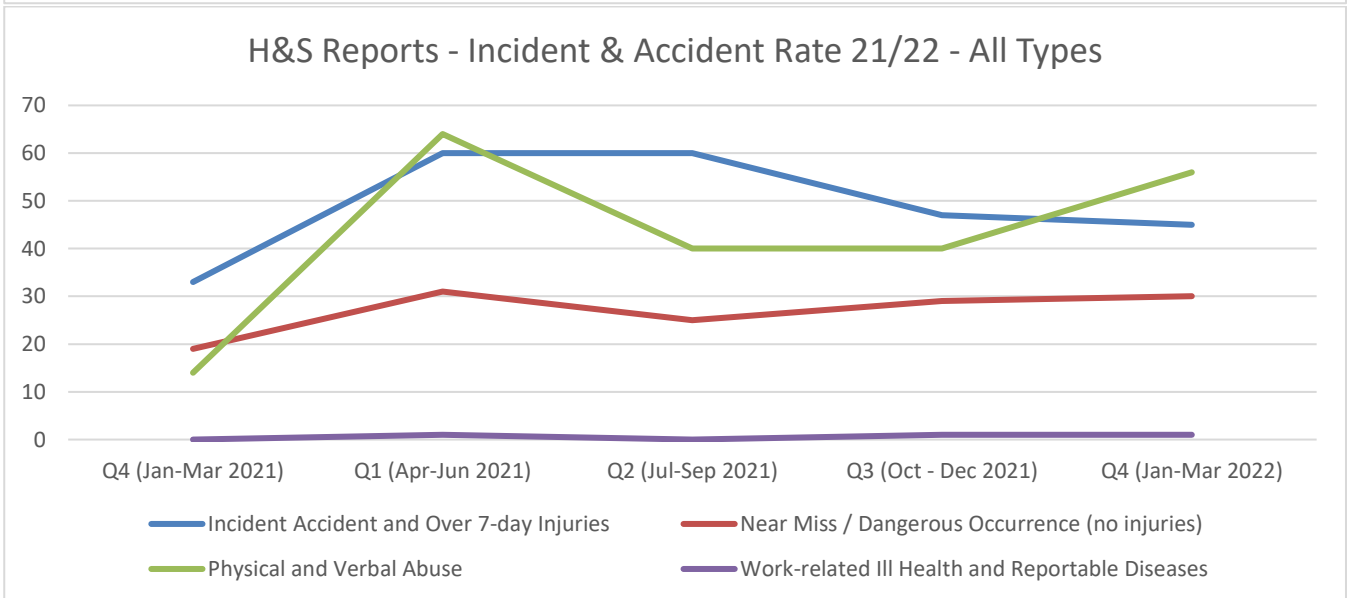
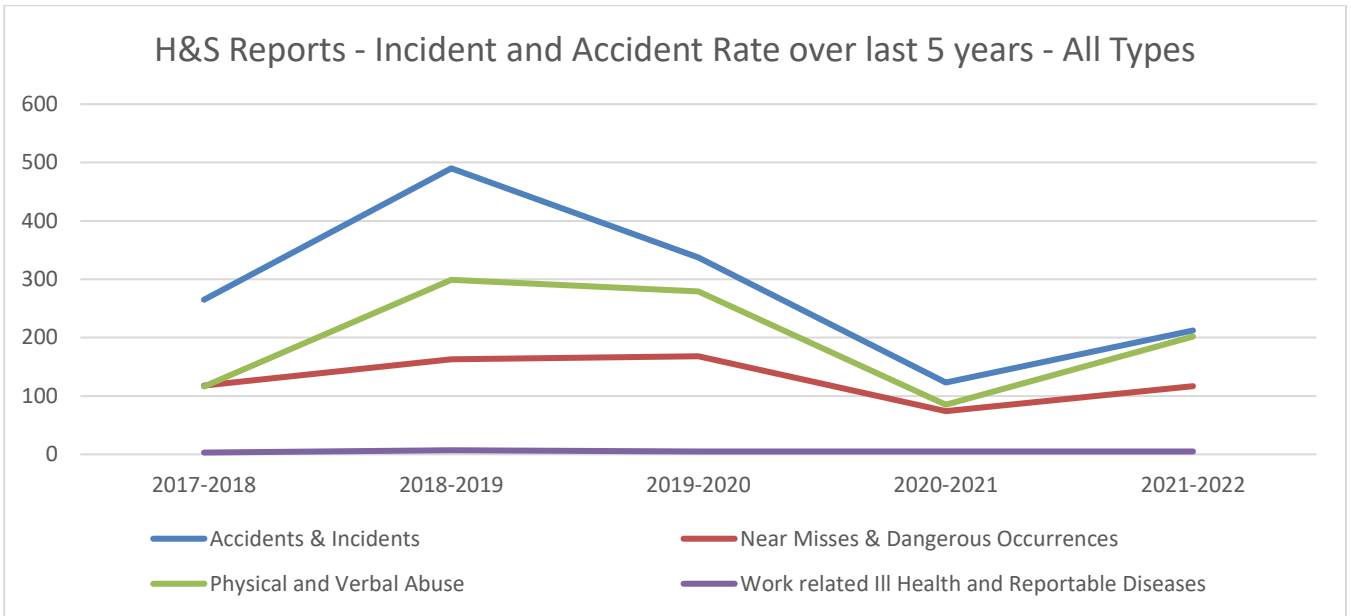


Health & Safety Trainings for Managers | Overview (as at 31 Mar. 2022)

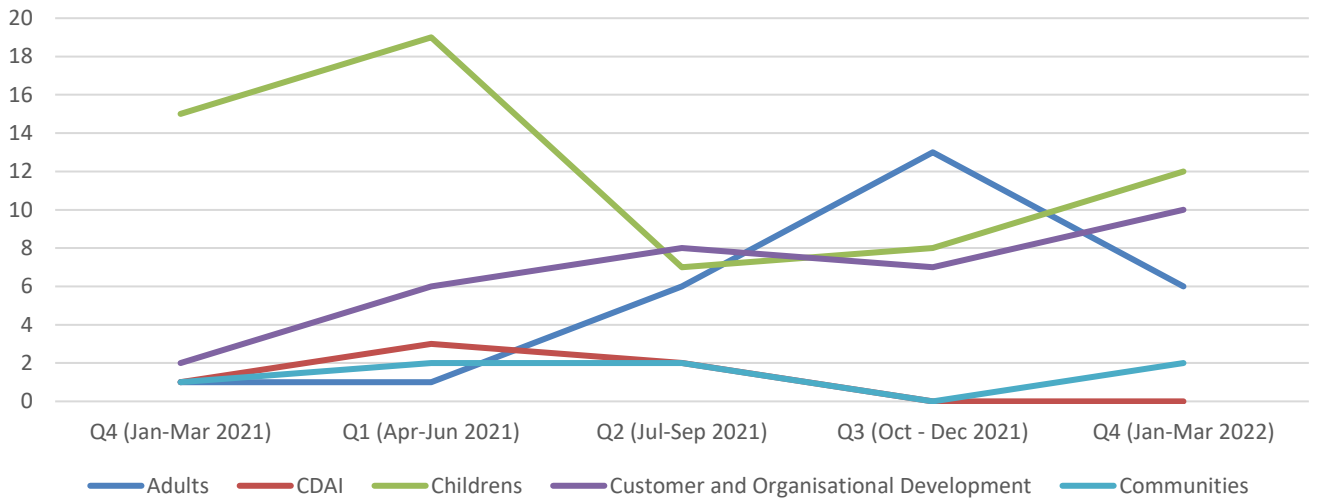


We have also introduced a new Fire Safety (eLearning) course as an alternative to on-site training. This course is available for all staff and strongly recommended for responsible premises managers and fire wardens. It provides a basic overview of fire safety and includes identifying potential fire risks, what to do on hearing a fire alarm and how to utilise different types of fire-fighting equipment.

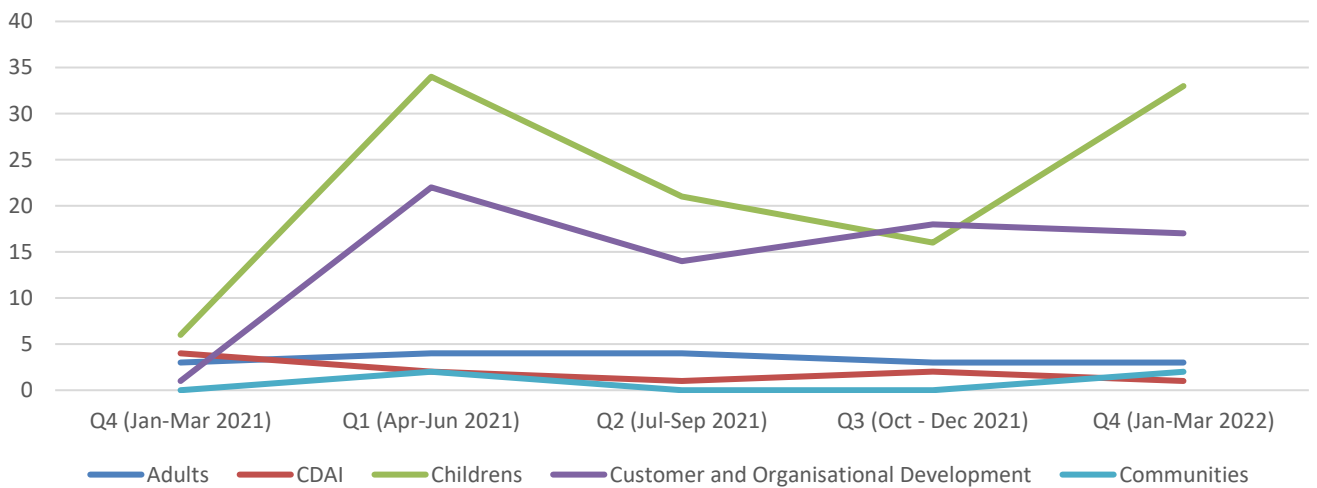
14a. Safety event statistics - Directorates



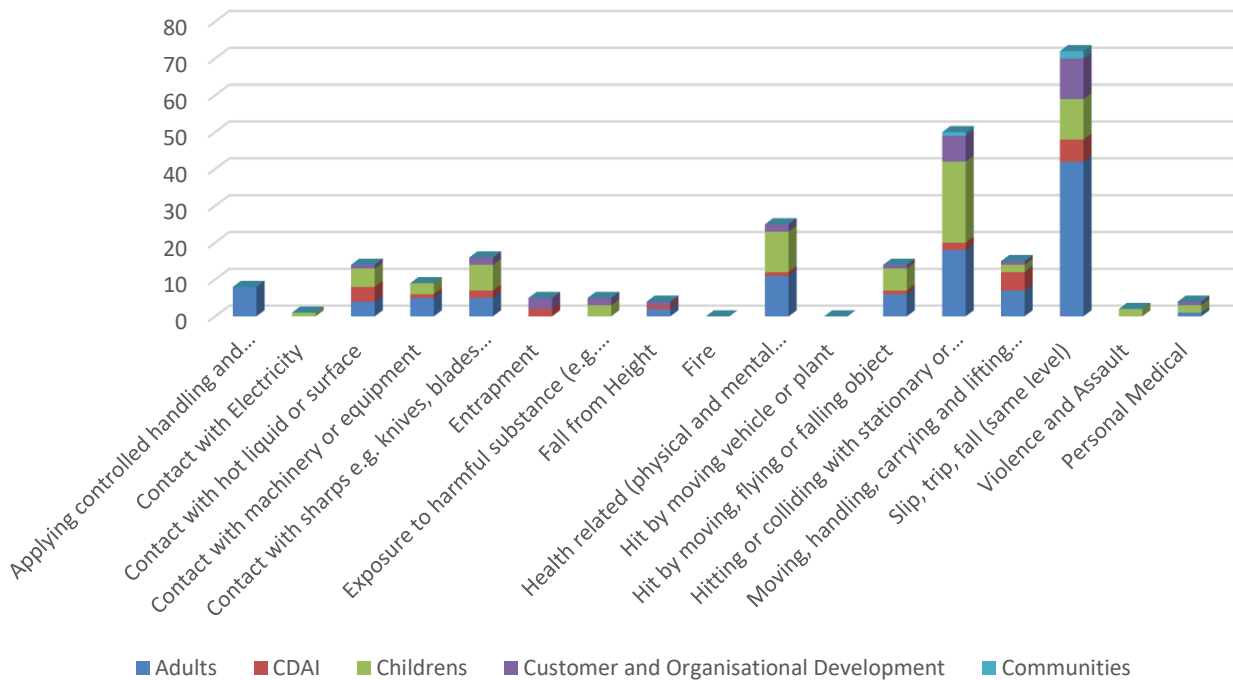
Near Misses and Dangerous Occurrences



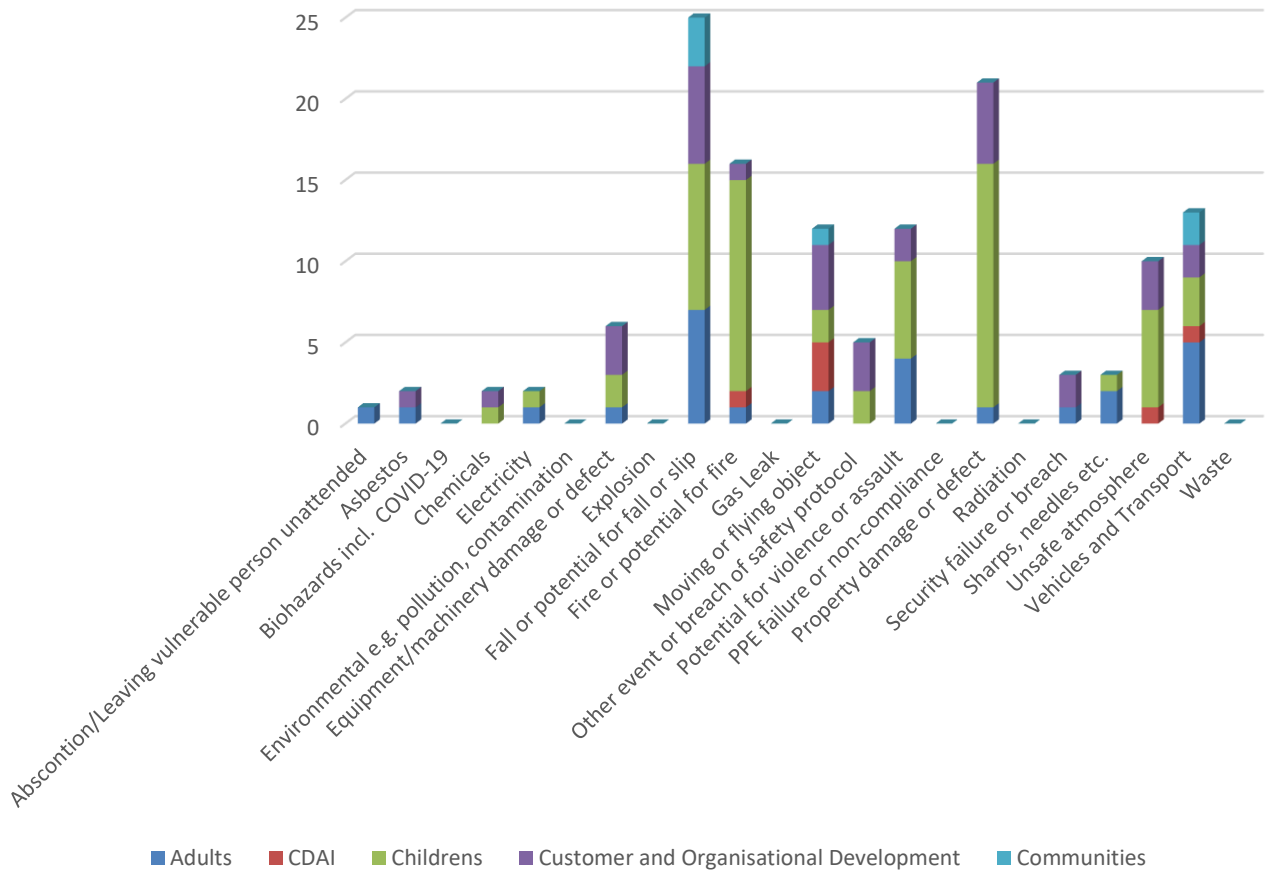
Physical and Verbal Abuse



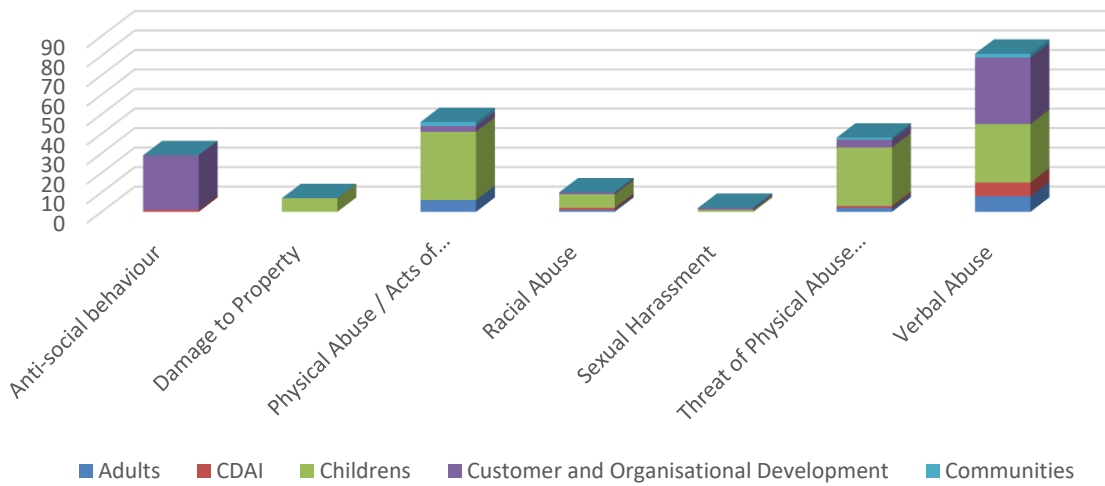
Type of Incidents and Accidents

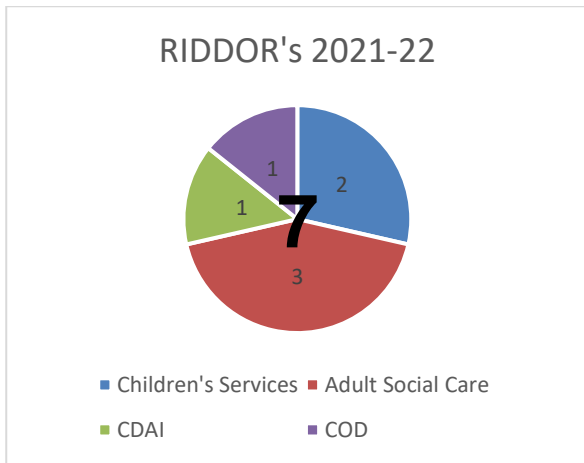


Type of Near Misses and Dangerous Occurrences



Type of Physical and Verbal Abuse





Incidents report to HSE under RIDDOR:

Children's	2	2x 7+days absent due to injury
Adults	3	3x 7days absent due to injury
CDAI	1	SI: Fracture
COD	1	DO: Asbestos breach by contractor

Key Points for Directorates

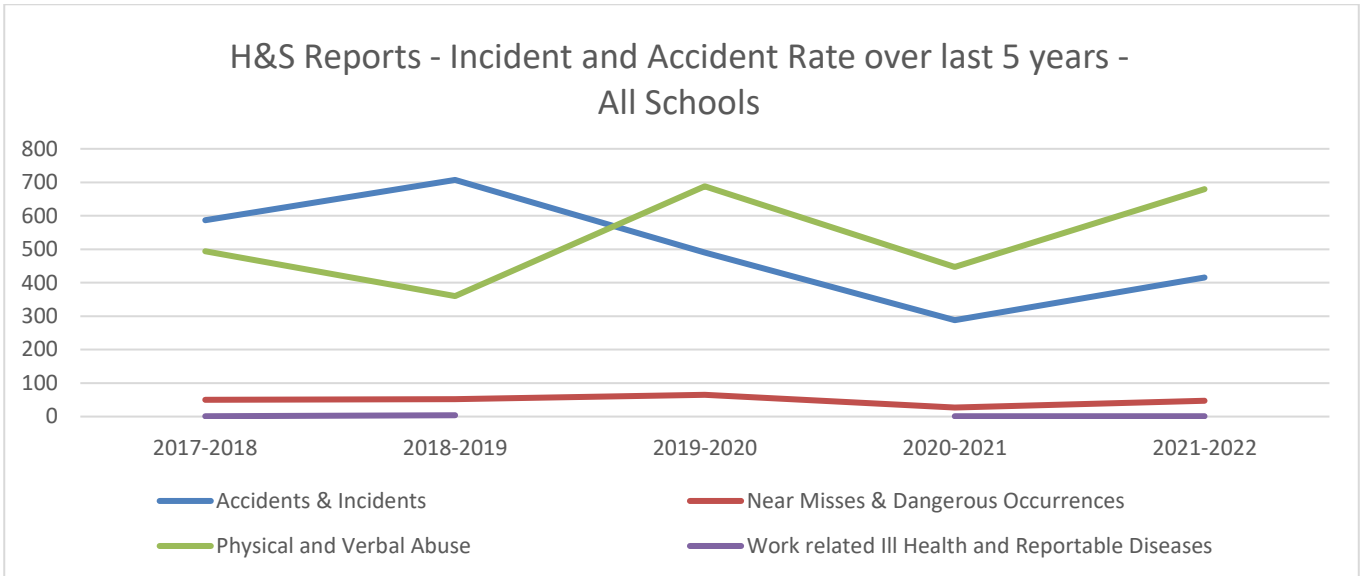
In 2021/22 there were:

- **212 reported Incidents and Accidents** (incl. over 7day injuries). This showed a 12% increase on the previous year. The most common cause of incidents and accidents is:
 1. Slips, trips and falls
 2. Hitting, or colliding with object
 3. Health related (physical and mental health)
- **117 reported Near Misses & Dangerous Occurrences.** This is an increase on the previous year. The most common type of near miss or dangerous occurrence is:
 1. Falls or potential for falls mainly involving service users.
 2. Property damage or defect (incl. vandalism in Children's Homes)
 3. Fire or potential for fire (incl. smoking in Children's Homes)
- **202 reported incidents of Physical and Verbal Abuse.** There continues to show an increase in reports of physical and verbal abuse in Children's Services and anti-social behaviour from members of the public within the Library Service.
- **7 reported under RIDDOR.**

The Council has seen a reduction in accidents and incidents over the last 2 years. A major factor in this trend is likely due to the COVID-19 pandemic which resulted in lockdowns and restrictions on services. Management response to the pandemic was effective and has had a positive effect by increasing general awareness of health and safety and risk management across the workforce.

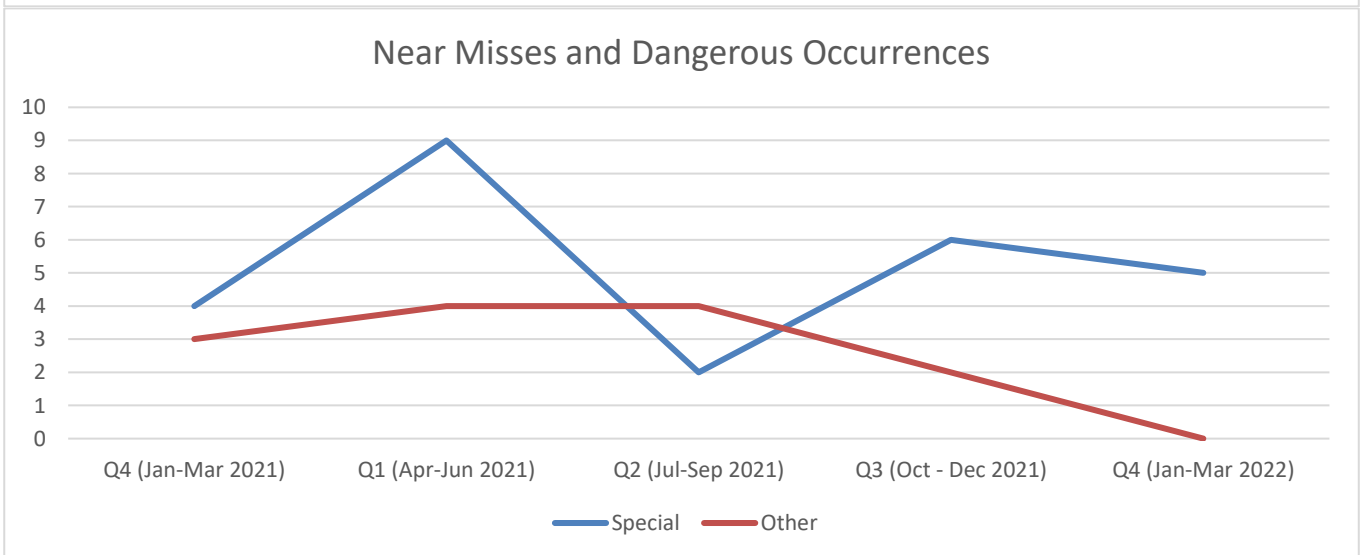
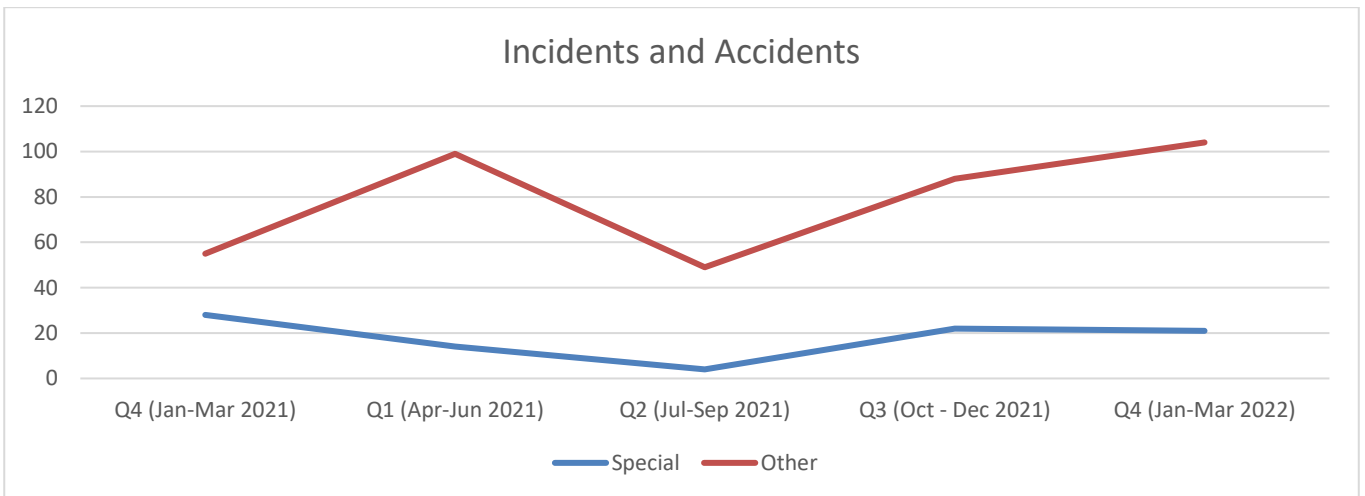
2021/22 has seen a slight increase in the incident rates which may be due to restrictions ending and service activity returning to normal. Children's Social Care Residential, Adult Community Support Services and Libraries account for most of the reports, with a large proportion of these associated with frontline work. We will continue to monitor this closely to develop and improve risk management strategies. It is important that as an organisation we continue to build on the successful COVID-19 response and lessons learned to ensure continuous improvement.

14b. Safety event statistics - Schools

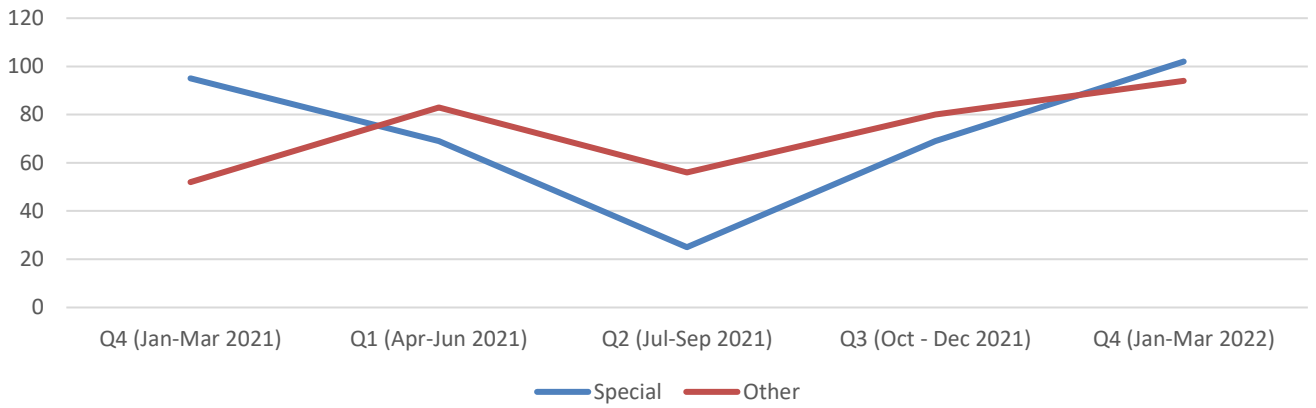


As of 1 April 2022, maintained schools are grouped as follows for data reporting:

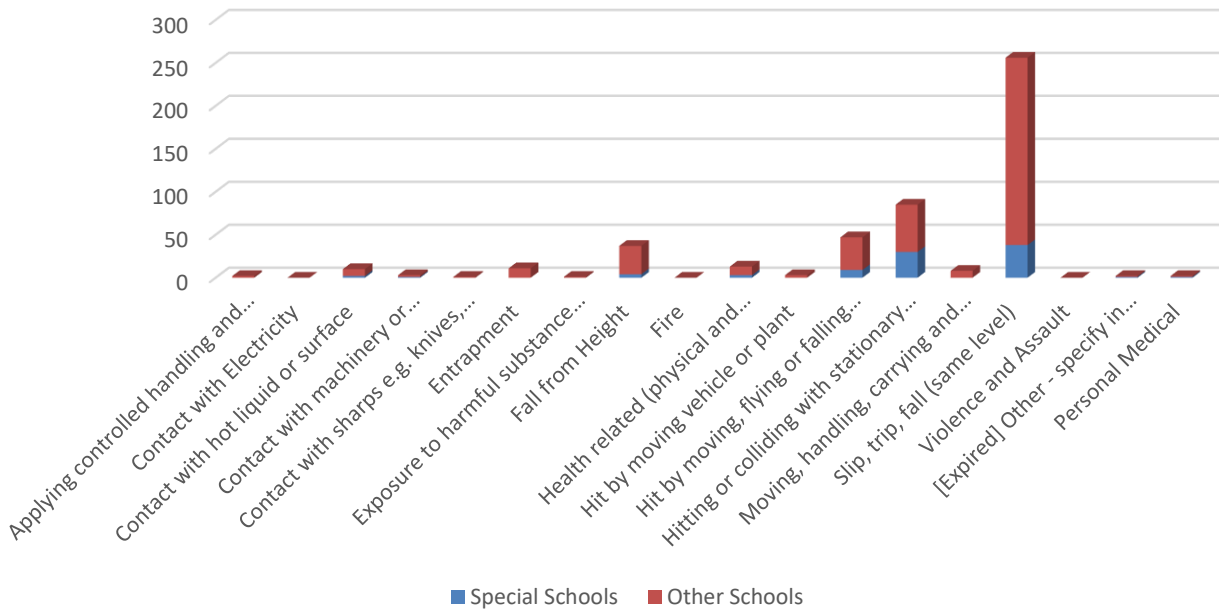
Special	4 Special
Other	1 Secondary 122 Primary 7 Nurseries 1 Virtual LAC



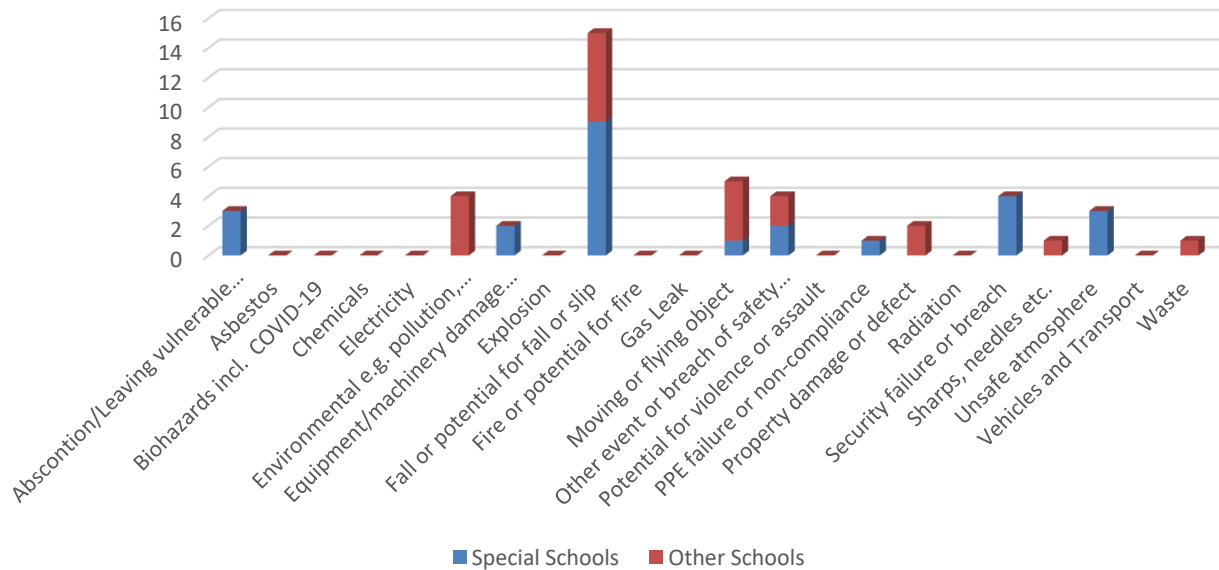
Physical and Verbal Abuse

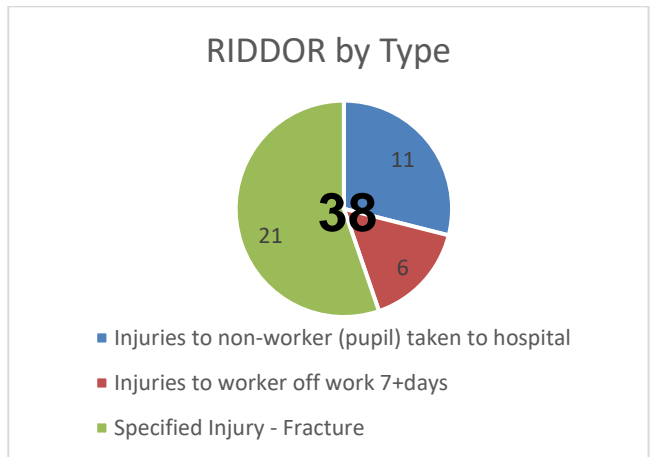
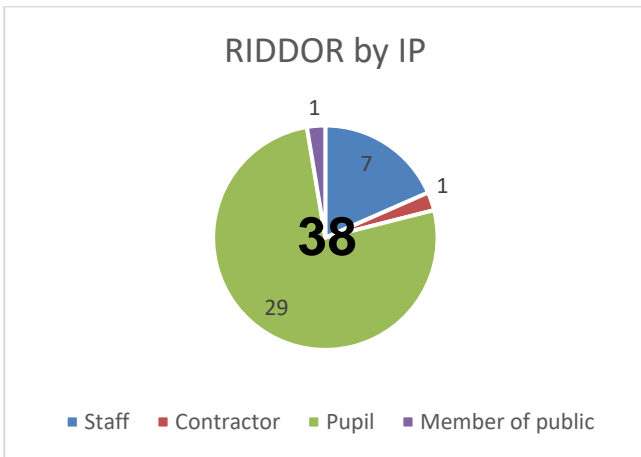
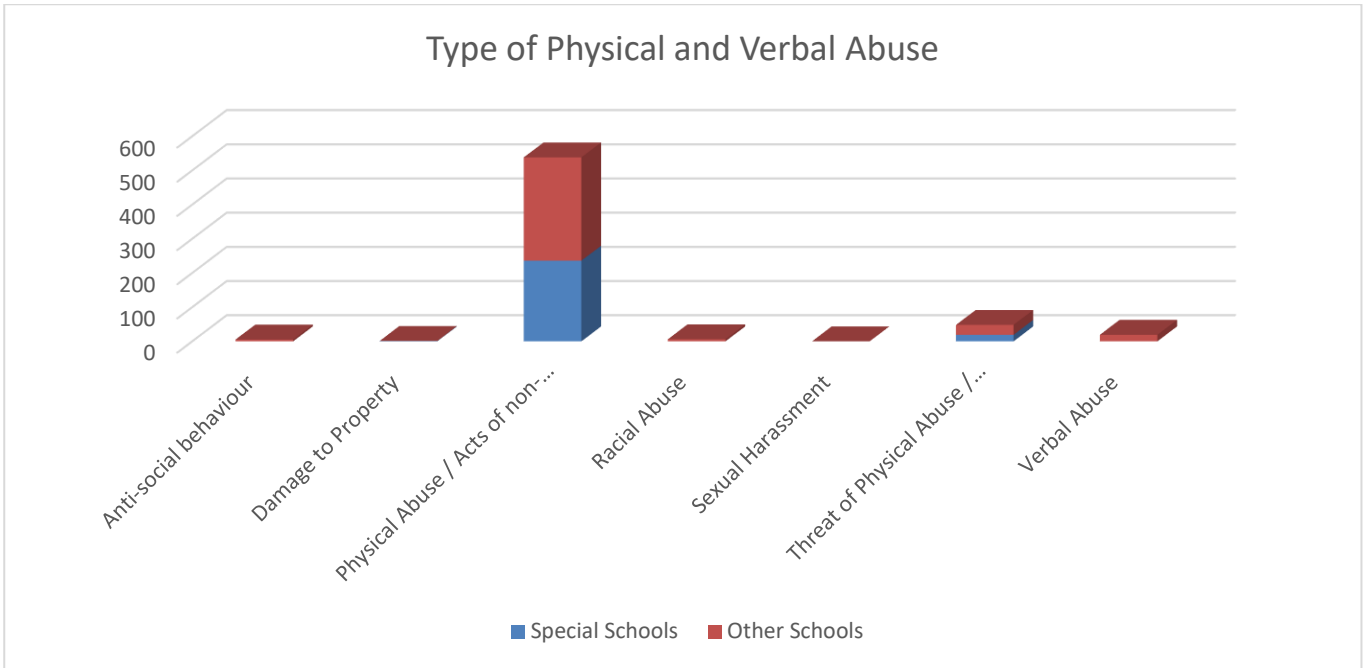


Type of Accidents and Incidents



Type of Near Misses and Dangerous Occurrences





Key Points for Schools

In 2021/22 there were:

- **484 reported Incidents and Accidents** (incl. over 7day injuries). This showed a 26% decrease on the previous year. The rate dipped in Q2 (Jul-Sep) which is expected due to the school summer holiday. The most common cause of incidents and accidents is slips, trips and falls involving pupils.
- **39 reported Near Misses & Dangerous Occurrences.** This is a positive indicator and there were no clear trends within the data.
- **725 reported incidents of Physical and Verbal Abuse.** Reports of physical or verbal abuse are commonly associated with dealing with pupils who are displaying challenging behaviours or where physical intervention is applied. A significant portion of reports are from Special Schools or related to SEN pupils.
- **38 reported under RIDDOR**

15a.H&S monitoring - Directorates

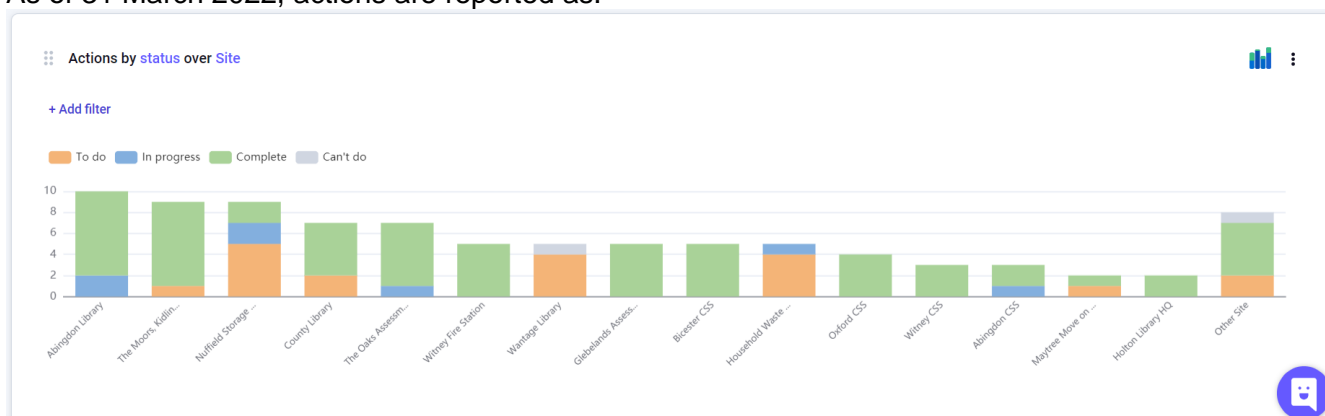
The H&S Team have introduced the new 'i-auditor' monitoring report system and the following inspections were carried out in 21/22:

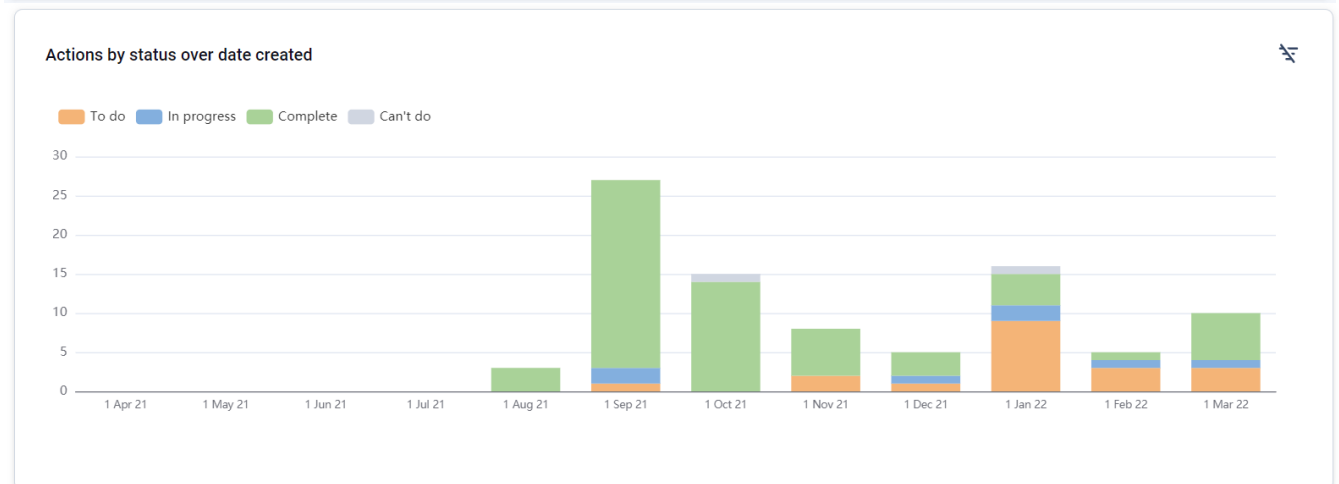
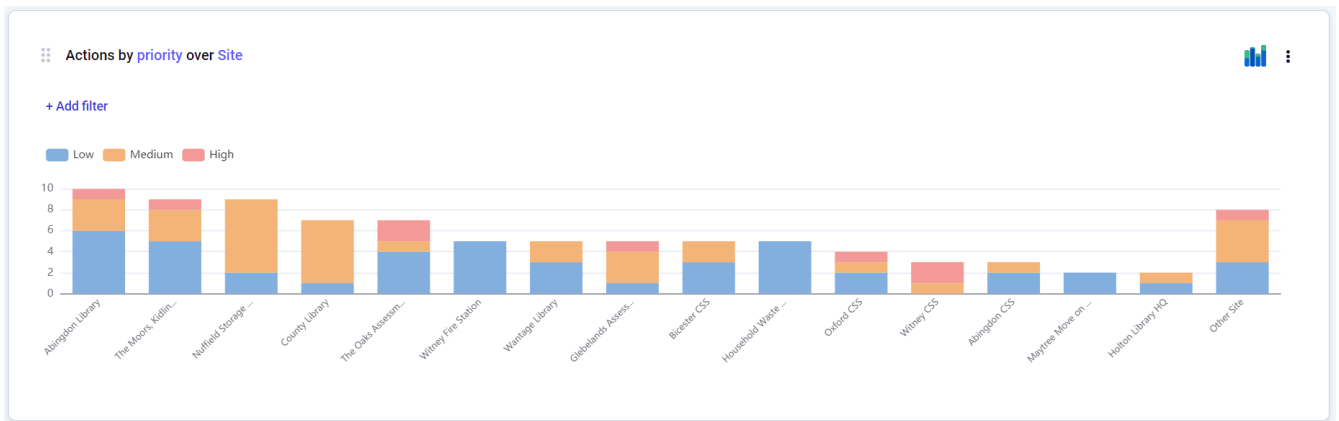
Date	Dir	Service Area	Team/Location
09/03/2022	CDC*	Environmental Services	Household Waste Collection
17/08/2021	COD	Cultural Services	Kidlington Library
5/11/2021	COD	Cultural Services	Witney Library
03/02/2022	COD	Cultural Services	Banbury Library
04/03/2022	COD	Cultural Services	Bicester Library
18/01/2022	COD	Cultural Services	Holton Library
28/06/2021	COD	Cultural Services	County (Westgate) Library
02/09/2021	COD	Cultural Services	Abingdon Library
17/01/2022	COD	Cultural Services	Wantage Library
03/02/2022	COD	Cultural Services	Thame Library
16/02/2022	COD	Cultural Services	Henley Library
22/09/2021	CS	CSC – Residential Edge of Care	The Moors Children's Home
06/10/2021	CS	CSC – Residential Edge of Care	Glebelands Assessment Home
08/03/2022	CS	CSC – Residential Edge of Care	The Oaks Assessment Home
20/10/2021	CS	CSC – Residential Edge of Care	Moorlands Move-on Home
17/11/2021	CS	CSC – Residential Edge of Care	Maytree Move-on Home
15/07/2021	AS	Independent Living Services	Witney CSS
05/08/2021	AS	Independent Living Services	Banbury CSS
02/09/2021	AS	Independent Living Services	Bicester CSS
07/09/2021	AS	Independent Living Services	Oxford CSS
27/10/2021	AS	Independent Living Services	Graham Hill House ES
22/07/2021	AS	Independent Living Services	Wantage CSS
10/08/2021	AS	Independent Living Services	Abingdon CSS
08/03/2021	AS	Independent Living Services	Wallingford CSS
2021	CDAI	Law and Governance	Nuffield (Records) Storage Unit
23/09/2021	CDAI	Fire and Rescue	Witney Fire Station
23/07/2021	E&P	Waste Contracts	Redbridge HWRC
23/07/2021	E&P	Waste Contracts	Alkerton HWRC
23/07/2021	E&P	Waste Contracts	Ardley HWRC
02/08/2021	E&P	Waste Contracts	Drayton HMRC
02/08/2021	E&P	Waste Contracts	Oakley Wood HMRC
02/08/2021	E&P	Waste Contracts	Stanford in the Vale HMRC

*Oxfordshire County Council and Cherwell District Council joint working arrangements for Corp H&S from 01/09/2021, ended 01/05/2022

Actions are assigned to the responsible person and assigned target completion date and HML priority rating. Assignees will receive email notification informing them of the action and to update on status. The H&S Team will monitor and report on progress.

As of 31 March 2022, actions are reported as:





There were 11 flagged as failed items:

Item	Flagged (Total)
B.17 - All fire alarms and auto-detection systems (smoke and heat) periodically inspected by a competent engineer and in working condition?	2
A.26 - Are there adequate numbers trained First Aiders or Appointed Person?	1
A.62 - Have managers carried out annual driver checks including licences, insurance and MOT?	1
B.26 - Do all fire doors close properly?	1
B.27 - Are external storage / waste bins secured and located a suitable distance away from the buildings?	1
B.48 - Does the Responsible Premises Manager have login access to Shine and aware of the presence and position of any asbestos in the building?	1
B.63 - Are safe systems of work in place where access is needed to roofs, roof spaces, high-level plant and equipment?	1
B.66 - Are all fragile roofs clearly signed?	1
B.68 - Is there adequate safety signage displayed in the premises?	1
B.8 - Is their adequate provision for disposal of waste?	1

Areas for improvement

Provide safe and compliant buildings

It is essential to provide a safe and compliant buildings and premises for staff to work from and deliver services. Services operate in a wide variety of locations both in Council managed buildings and those controlled by third parties. Property and Facilities Management has responsibility to ensure the Council fulfils its duty as corporate landlord to provide and maintain buildings that are safe. This includes ensuring the Council's property is compliant with statutory requirements.

Following the appointment of the FM Operations Manager for Health, Safety and Compliance, a full review of H&S provision across the business was undertaken. The review identified a number of areas for improvement as well as areas of good practice.

- Clearly identified for improvement/implementation is the requirement for a formal Health and Safety Management System, which can be aligned to existing and systems such as SHIRE (aka Pirana) and the new Concerto system planned for go live later in 2022.
- In addition the CoSHH Management System due to be brought on line in 2019/2022, has been re-assessed and agreement has been sought to implement as soon as practically possible.
- The HS & Compliance Team's workload has been fully assessed identifying in excess of 35 active Workstreams covering 68+ active Tasks.

Examples of identified work streams to be created/improved;

- Statutory Compliance Assurance Programme
- Risk Assessment Management
- CoSHH Assessment Management
- Creation of Safe Work Packs
- Creation of H&S Action Tracker
- Creation of a structured Permit to work process
- Creation of electronic forms and checklists
- Creation of a suite of Weekly, Periodic, Quarterly and Annual Reports
- Generation of a range of Toolbox Talks Improving H&S Awareness
- Development of meaningful KPI's
- Development and implementation of RPM advice guidance and support package
- Implementation of multiple interactive reports, analysis, and statistics using PowerBI
- Full review, monitoring and management of H&S training provision across the business
- Improvement (H&S) of the Procurement process
- Development of a pan

Under Development:

- Integrated Management System
- Pan Business SharePoint Site
- Process and Procedures
- Compliance Matrix

Implementation:

- CoSHH Management Software
- Health & Safety Management Software
 - OCC Business Level H&S Compliance
 - Contractor Management
- Monitoring, Assurance & Improvement Programme

Aim:

To have all current reviews complete and have agreed plans in place to be implemented from September 2022. A full rollout of all process and procedures is planned for April 2023

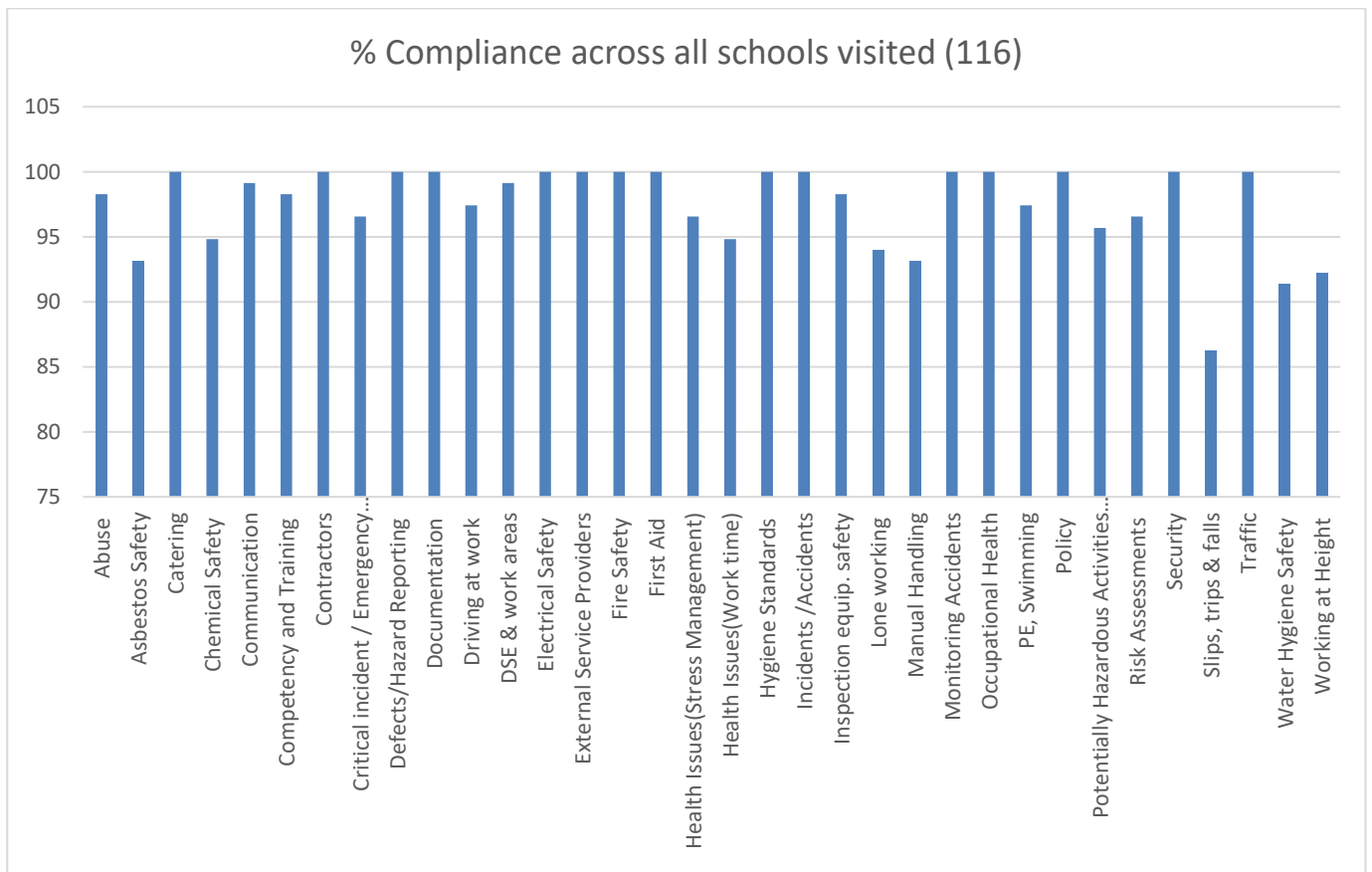
15b.H&S monitoring - schools traded service

The Council is responsible for H&S compliance in community, voluntary controlled, special and maintained nursery schools in Oxfordshire where it is the employer. It has a statutory duty under the Management of Health & Safety at Work Regulations to robustly monitor to ensure schools are implementing policies and procedures and satisfactorily managing health and safety and thereby demonstrate that the Council is meeting its employer responsibilities thus enabling it to take appropriate remedial action where necessary. This responsibility cannot be devolved or delegated.

The Schools Health and Safety Team provides a traded H&S advisory service including an annual H&S monitoring visit. All maintained schools subscribed to this service in academic year 2020/21. The team also supports academy status schools both in and out of County – MATs on X3 year contracts, smaller academy groups and single entity academy schools.

Monitoring

Outcome of monitoring to 116 schools during academic year 2020/21 indicated no schools were presenting serious cause for concern overall, however, individual action plans have been issued to enable school leaders and governing bodies to address any areas of non-compliance or improvement. NB. The 116 is not a true representative of numbers-more like c140 but COVID impacted the scheduling.



Sample includes 112 primary schools and 4 special schools

Areas for improvement

Water hygiene and asbestos management are general areas where improvement is needed including:

Water Hygiene (Legionella) & Asbestos Management

A legionella risk assessment is reviewed by a competent person within 2 years. staff are adequately trained and water hygiene logbooks and site tasks e.g., flushing is carried out in a timely manner and recorded.

Staff are adequately trained, and all known asbestos is monitored and visually inspected by a competent person. Maintained schools should all have access to the Shine portal and email support for uploading any revised documentation relating to any remedial works etc. PIFM are currently planning to re-commence the formal asbestos reinspection programme in 2022 which will include all maintained schools.

Some schools reported issues with specialist contractor availability to undertake *some* on-site inspections. Similarly, schools COVID-19 RA restrictions included careful management of visitors to *some* sites, e.g., emergency works only. With the removal COVID restrictions availability of contractors is expected to improve.

Fire Safety

Maintained and academy status schools are reminded to seek a professional fire risk assessment every 3-4 years, sooner if any structural changes have taken place. It is a legal requirement to annually review the establishments FRA, templates can be completed online (Smartlog) or hard copy referring to the professional FRA in place and any associated actions. Schools are reminded that any 'professional' risk assessment (as above)/inspection document (5 year fixed electrical inspection) MUST be reviewed, and actions annotated as to the progress of any required remedial works. Such documents could be scrutinised in the event of any subsequent significant issues arising.

All schools (Headteacher and Chair of Governors) are issued with a school specific action plan which details what is needed to address any non-compliance.

Advice visits - new Headteacher, School Business Manager, Site Facilities Manager

Taking on schools H&S management can be a daunting prospect – the Team offers advice visits and on-going assistance, as necessary, to support the process in readiness for the annual monitoring visit.

Accident/incident reporting

The Team are available to support and advise on any issues with access to and the reporting process via the OCC online system and RIDDOR via the HSE as necessary.

Governor H&S training

Remote H&S for School Governors via TEAMS during and post COVID 19 continues to work well, usually offered in January and May each year with good attendance by Governors from maintained and academy status schools, nursery, primary and secondary.

Swimming

The 2018 swimming policy is to be reviewed – this will be an extensive piece of work. The availability of necessary training for school staff since COVID19 is limited. The team are consulting with OCC colleagues and other providers such as Swim England, AfPE.

Contractors

The annual H&S buyback subscription includes selection/engagement with Contractors for the annual inspection of indoor PE equipment and outdoor fixed play equipment, kilns and other machinery (D&T in secondary schools). The Team manages annual contractor review for best practice, quality of service, and value for money.

School specific H&S A-Z

The Team supports password protected guidance documents and associated URLs on InSite

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