

## Notice of Meeting

# General Purposes Committee

**Date:** Thursday 29 September 2022

**Time:** 5.30 pm

**Venue:** Conference Room 1, Beech Hurst, Weyhill Road, Andover,  
Hampshire, SP10 3AJ

**For further information or enquiries please contact:**

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**Legal and Democratic Service**

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

### **PUBLIC PARTICIPATION SCHEME**

*If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.*

### **Membership of General Purposes Committee**

#### **MEMBER**

#### **WARD**

Councillor K Hamilton (Chairman)

Andover Harroway

Councillor K North (Vice-Chairman)

Andover Romans

Councillor N Adams-King

Blackwater

Councillor D Baverstock

Romsey Cupernham

Councillor J Burnage

Romsey Cupernham

Councillor C Donnelly

Andover Downlands

Councillor A Dowden

Valley Park

Councillor M Flood

Anna

Councillor R Meyer

Andover Winton

Councillor P North

Bourne Valley

Councillor T Swain

Chilworth, Nursling & Rownhams

## **General Purposes Committee**

Thursday 29 September 2022

### **AGENDA**

**The order of these items may change as a result of members of the public wishing to speak**

**1 Apologies**

**2 Public Participation**

**3 Declarations of Interest**

**4 Urgent Items**

**5 Minutes of the General Purposes Committees**

To approve the minutes of the General Purposes Committees held on 12 January 2022, 29 March 2022, 26 May 2022, 22 June 2022 and 7 September 2022.

**6 Minutes of the General Purposes Appointment Sub-Committees**

To approve the minutes of the General Purposes Appointment Sub-Committees held on 12 October 2021, 3 November 2021, 11 February 2022, 4 July 2022 and 23 September 2022.

**7 Minutes of the General Purposes Employment Appeals and Ethics Sub-Committee**

To approve the General Purposes Employment Appeals and Ethics Sub-Committee on 6 December 2021.

**8 Annual Health and Safety Performance Report 2021 - 2022**

**5 - 13**

To approve the Annual Health and Safety Performance Report 2021 - 2022.

**9 Scheme of Delegations to Officers**

**14 - 15**

To approve the Council's Scheme of Delegations to Officers.

## **ITEM 8                    Annual Health and Safety Performance Report 2021 - 2022**

Report of the Head of Environmental Services

### **Recommended:**

**That the Annual Health and Safety Report 2021-2022 be approved.**

#### **SUMMARY:**

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

This report covers the year 2021/22 and demonstrates the Council's compliance with its statutory responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent regulations.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the Council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the Council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the Council performs well and also areas for improvement;
- Openness and accountability in all of the council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

### **1            Introduction**

1.1    The Council is required to fulfil its statutory obligations under the Health and Safety at Work Act 1974 and supplementary regulations.

1.2    In the guidance '*Leading Health and Safety at Work*', the Health and Safety Executive (HSE) state that a formal review of health and safety performance is an essential principle and that the production and subsequent publication of an annual report shows a commitment to transparency and accountability.

### **2            Background**

2.1    As in previous years, an annual report has been prepared and circulated to senior management for comment. The report is then passed to elected members for approval before being made public.

### **3 Corporate Objectives and Priorities**

- 3.1 In presenting the health and safety performance report to the General Purposes Committee, the Council is fulfilling its statutory obligations under health and safety legislation and also adhering to HSE best practice guidance. The report ensures that the Council is fulfilling its obligations to staff and stakeholders and strengthens its commitment to health and safety.

### **4 Consultations/Communications**

- 4.1 The nature of this report does not require consultation to take place, however, it will be communicated to stakeholders and afford them the opportunity to give any comment.

### **5 Options**

- 5.1 The examination of potential options is not applicable in this circumstance. The primary purpose of the report is to present information. The HSE will expect a leading organisation such as the Council to comply with its management guidance and would therefore publicise its performance.

### **6 Option Appraisal**

- 6.1 As above, there is no scope for potential options. The report is for information purposes only.

### **7 Resource Implications**

- 7.1 There are no additional resource implications.

### **8 Legal Implications**

- 8.1 Failure to produce and publish an annual report would not necessarily expose the Council to action being taken by the HSE, but it would be viewed negatively should the HSE be looking into any other aspect of the Council business and operation.

### **9 Equality Issues**

- 9.1 This report is for information only. Therefore, an Equality Impact Assessment is not applicable

### **10 Other Issues**

- 10.1 Community Safety - None
- 10.2 Environmental Health Issues - None
- 10.3 Sustainability and Addressing a Changing Climate - None
- 10.4 Property Issues - None
- 10.5 Wards/Communities Affected - None

## 11 Conclusion

- 11.1 The approval of the Annual Health and Safety Report 2021-2022 will fulfil the council's obligation to health and safety legislation and will reinforce its commitment to following HSE best practice guidance.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	N/A
(Portfolio: Democracy and Governance) Councillor I Jeffrey			
Officer:	Julia Scarrott	Ext:	8377
Report to:	General Purposes Committee	Date:	29 September 2022

**Test Valley Borough Council  
Annual Health and Safety Performance Report  
2021 – 2022**

## **1.0 Introduction**

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

The Government's 'Revitalising Health and Safety' strategy document requires all public bodies to summarise their health and safety performance plans in annual reports, and that government (including local government) be exemplars of health and safety best practice.

This report summarises significant health and safety management activities over a twelve month period (April 2021 to March 2022) covering key achievements, council-wide statistics and developments for the year ahead.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the Council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the Council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the Council performs well and also areas for improvement;
- Openness and accountability in all of the council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

## **2.0 Executive Summary**

The Council's health and safety function has delivered on its objectives during the year. A few highlights of the year are listed below:

- The reintroduction of face-to-face training
- A refresh to the staff Health & Safety information page on SharePoint.
- Accidents and incidents at a similar level to the previous year
- A Covid-safe election and count in May 2021 and March 2022
- A review of the method for advising properties with 'Dangerous Dogs'.

The Council's continued ability to manage health and safety in a good and proportionate manner reduces the likelihood of non-routine inspections by the Health and Safety Executive (HSE).

### 3.0 Risk Exposure and Strategies for Control

Health and safety is part of the council's Risk Management Strategy, focussing on the risks of injury and ill-health potentially arising from the range of activities which deliver the Council's services. The range of health and safety risks identified includes;

- Lone working
- Violence and aggression towards staff, from the public
- Transport and road risk
- Electrical safety
- Fire
- Manual handling
- The use of display screen equipment (DSE)
- Slips, trips and falls
- Work related ill health, including work related stress
- The health and safety management of contractors
- Mental health

The new 'Agile Working' policy has also had to consider a number of health and safety implications regarding the suitability of equipment, work location and workstation set-up. These issues have previously been considered as part of the 'Homeworking' guidance, but the Agile Working policy considers additional places to work, including overseas.

A process has now been put in place to allow Councillors to obtain information regarding individuals who may be listed on the Violent Persons database. This is frequently communicated via the Members' Information Bulletins.

The Council continues to develop and implement appropriate strategies and systems to identify and record foreseeable risks and reduce them to as low a level as is reasonably practicable. These strategies are subject to periodic review and appropriate remedial measures, or adjustments, are made as necessary.

#### 3.1 Monitoring

Risks are controlled using both proactive and reactive monitoring of the Council's health and safety performance.

Reactive monitoring is triggered by events including injuries, ill health, reports of damage or complaints whereby action is taken to prevent a reoccurrence. (See section 3.4 for a breakdown of incidents)

Proactive monitoring includes audits, risk assessments, site inspections and appropriate health and safety training. A couple of key areas are detailed below.

#### **Annual Health and Safety Questionnaire Findings**

The annual questionnaire was sent to Heads of Service and all were returned.

Below are listed the outstanding actions highlighted in the submissions

<b>Action</b>	<b>Service(s)</b>	<b>Comments</b>
Risk assessments – annually reviewed and staff consulted	<b>Finance &amp; Revenues</b>  <b>C&amp;L</b>  <b>H&amp;EH</b>	In the process of review  All being reviewed post-Covid and staff to confirm  Review ongoing across housing
Hazard control measures documented and staff aware	<b>P&amp;B</b>	Out of Hours, Lone Working and Site Visit policies being reviewed
Driving licence checks	<b>Finance &amp; Revenues</b>  <b>IT</b>	Driver declarations to be completed  Documents under review

### **Workplace Inspections**

The Council's Health, Safety and Wellbeing Group members have been tasked with performing regular inspections of their respective working areas. Inspections of the operational depots at Portway and Bourne House are conducted on a monthly basis by the Corporate Health and Safety Manager.

## 3.2 Corporate Training

There were 6 new First Aiders trained and 7 employees underwent their statutory 3-year refresher training.

Fire warden training was held for the first time in 3 years.

However, with the move to a new way of working, the provision of First Aiders and Fire Wardens within the main Beech Hurst office will require review in 22/23 to ensure that staff safety is not compromised as a result of changing work patterns.

The Environmental Service and Property and Asset Management Service carry out their own specific health and safety training as required for their staff roles.

## 3.3 Financial Resources

The annual budget is used to fund council activities such as staff training in health and safety matters and to enable the Council's Corporate Health and Safety Manager to be trained and kept abreast of developments in health and safety law and safety management practice.

The expenditure of this budget for the last 3 years is given in the table below:

#### **Expenditure on Health and Safety**

<b>Purpose</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
First Aider training and equipment	£2338	£1836	£2932
Equipment	£1093	£2790	£739
Other safety related training	£1602	-	£2243
<b>Total</b>	<b>£5033</b>	<b>£4626</b>	<b>£5914</b>

The equipment purchased in 2021/22 again included masks and sanitiser for Covid protection.

### 3.4 Accident/Incident Data

For the period 2021/22, there were a total of 43 incidents. Of this total, 3 accidents were reportable to the HSE, 9 were verbal abuse or violent incidents and 31 were non-reportable incidents (these included 4 near misses).

Comparisons for the last 3 years are given in the table below:

#### **Overview of incidents**

<b>Type of incident</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Total number of non-reportable accidents	50	27	27
Total number of accidents reported to the HSE	1	3	3
Total number of verbal abuse / violent incidents	23	6	9
Total number of near miss incidents	5	4	4

3.4.1 The total number of incidents reported remains relatively unchanged year-on-year.

3.4.2 The reportable incidents that were notifiable to the HSE were all due to 'an accident that resulted in an employee being absent from work for more than 7 days', as a result of a minor injury.

3.4.3. As would be expected, there are more accidents within the Environmental Service due to the hazards and risks associated with the work that is undertaken.

3.4.4 There was one aggressive incident that resulted in the individual being added to the Violent Marker List and a further incident where the customer was written to advising of their unacceptable behaviour

3.4.5 Usually, the greatest number of aggressive or violent incidents is attributed to the Property and Asset Management Service and this is mainly directed at the parking Civil Enforcement Officers. There were three incidents recorded in the 2021/22 period where the Body Worn Cameras were activated.

3.4.6. During 2012/22, the greatest number of aggressive incidents were reported by CSU. Of the 4 incidents recorded, 3 were due to aggression over the telephone.

A full breakdown by service is given in the table below:

#### Overview of incidents by service

Service	Non Reportable		Reportable		Aggressive / Violent		Near Misses	
	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22
Chief Executives (incl. HR)	0	0	0	0	0	0	0	0
Community & Leisure*	1	3	0	0	0	0	0	0
Environmental	24	19	2	3	1	1	4	3
Finance & Revenues (incl. CSU**)	1	0	0	0	2	4	0	0
Housing & Environ. Health	0	3	1	0	2	1	0	0
IT	0	0	0	0	0	0	0	0
Legal & Democratic	0	0	0	0	0	0	0	0
Planning & Building	0	1	0	0	1	0	0	0
Planning Policy	0	0	0	0	0	0	0	0
Property & Asset Management***	1	1	0	0	0	3	0	1
Strategy & Innovation	N/A	0	N/A	0	N/A	0	N/A	0

\* Includes incidents to the public at TVBC owned leisure facilities and at The Lights

\*\* Includes incidents to the public whilst in the reception areas

\*\*\* Includes incidents to the public at TVBC owned properties e.g. the Guildhall and tenants within TVBC run buildings e.g. Beech Hurst

## 4.0 Wellbeing and Mental Health Overview

There have been a number of activities to promote and protect employee wellbeing and mental health including:

- A range of on-line and face to face learning opportunities targeted at employees and managers, including;
  - Menopause training for Line Managers.
  - Domestic Abuse (separate sessions for line managers and employees)
  - iAct (Positive Mental Health) for managers
- A series of webinars (which are also available on playback) have been offered through SuperWellness, a nutrition-based training provider, who also provides campaign materials across a range of wellbeing topics. Topics have included:
  - Understanding and Embracing the Menopause
  - Beating Anxiety
  - 7 Nutritional Habits of Highly Effective People
  - Boosting your Energy

- An additional Mental Health First Aider has been trained
- Regular drop-in sessions continue to be held with a local counsellor and Mental Health First Aider in Portway and Bourne House depots.
- Promotion of a new Employee Assistance Programme via Legal & General (our insurance provider) – offering access to a 24/7 helpline, legal advice, podcasts, videos, mini health checks on a full range of wellbeing topics.
- Relaunch of wellbeing webpages, enabling these to be accessed outside of the workplace (password protected).
- HR and our Wellbeing MT Champion held a series of workshops with all staff across the Council to promote the work of the Wellbeing Group, seeking feedback and ideas on what else our workforce want the Council to offer.
- Monthly wellbeing campaigns, focusing on a range of topics, including alcohol awareness, cancer prevention, sun awareness, diabetes awareness, financial wellbeing. Our larger campaigns have included:
  - ‘New Year, New You’ – A month of daily tips and activities to start the New Year and develop new healthy habits.
  - Mental Health Awareness Week - Held a series of events across the borough, including health walks, picnics, coffee and cake mornings.
  - On Your Feet Britain – Held a series of health walks across the borough
- Launch of ‘Wellbeing Wednesdays’ – a new monthly e-newsletter which is sent to all employees via email, promoting wellbeing activities and tips to stay fit and healthy.
- The Community Engagement Manager has been trained to deliver Suicide First Aid training and sessions are being rolled out across the organisation.
- Awarded the StandTogether Charter Mark from the Ben Cohen Foundation – Whilst this is focused on Equality, Diversity and Inclusion, there are strong links with the Employee Wellbeing agenda.

## 5.0 **Key Challenges for 2022/23**

Focuses for the current year include:

- A review of First Aid and Fire Warden provision within Beech Hurst
- A further review of the Health & Safety Sharepoint page and refresh of basic documents such as the Risk Assessment template.
- Ensuring that health and safety remains a focus for all and that staff use the resources available to them
- Making further use of the resources available through our insurers i.e. 3<sup>rd</sup> party audits and reviews, to ensure that the Council is reducing risk and working to ‘best practice’.



<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	None	File Ref:	N/A
(Portfolio: Democracy and Governance) Councillor I Jeffrey			
Officer:	Karen Dunn	Ext:	8401
Report to:	General Purposes Committee	Date:	29 September 2022