



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# **Corporate Health and Safety Annual Report 2022–2023**

**The Picture House, Grantham**





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## INTRODUCTION

### 1.0 EXECUTIVE SUMMARY

This report provides an overview of South Kesteven District Council's Health and Safety performance during the 2022/23 financial year. This report will also cover business continuity and emergency planning actions for the same financial period.

The council's overall health and safety performance is categorised as strong and is based on a number of factors, including the results from recent internal safety audits which show a high degree of risk mitigations in place through thorough assessment of risk and the substantial assurance provided by a recent external audit which identified some aspirational improvements, many of which have already been implemented.

The move to the new Council office has also provided an improvement in safety related matters. The modern facilities and open plan nature of the building have increased the welfare provision for a great number of staff and greatly improved the Fire evacuation process.

The Health and Safety Executive have now concluded their investigation into the Asbestos incident at the Riverside complex, Grantham. They have confirmed they will not be taking any action in relation to South Kesteven District Council and that part of their investigation is now closed.

Areas for improvement have been identified in both the Fleet Workshop and Market Operations. The corporate team have created improvement reports for these areas and are supporting the implementation of the recommended improvements.

Accident numbers for the council have seen a further reduction in reported accident numbers and in accidents of a type reportable to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Business Continuity and Emergency Planning remain an area of focus for the team, in order to maintain and improve the council's resilience and ability to maintain services in the event of business interruption or emergency, This also included engaging in the recent National exercise Mighty Oak.

#### 1.1 The Health and Safety Management Approach

The direction for health and safety is set by the Corporate Management team with Cabinet Members involvement. This sets the corporate priorities for health and safety across the council's activities. The Corporate Management Team (CMT) and Senior Management Team (SMT) have overall responsibility for ensuring sufficient time and resources, making sure these are available to council officers to fulfil health and safety responsibilities and provide staff with any additional support and training. Members and staff at every level carry a moral, legal, and financial obligation to adhere and actively support health and safety. This approach has proven effective and there are no plans to change this.

To support the continuing improvement of the safety culture a Health and Safety officer working group, comprising officers from a range of service areas has been established. This group is chaired by the safety team who report identified issues or concerns through the leadership team and where appropriate work directly with service areas.

## **1.2 Corporate Health and Safety Role**

The Corporate Health and Safety team's role remains unchanged from the last annual report. It is the responsibility of the Health and Safety team to monitor accidents and trends, ensuring investigations are prompt and appropriate. Should it be required at any point the Health and Safety team will notify the HSE, or other relevant bodies of any reportable matters and coordinate the council's cooperation and response.

The team continue to produce and provide guidance to managers and all service areas on a number of topics, as well as carrying out other core functions including, risk management support and audit, technical support on health and safety related matters and training provision.

The team has successfully recruited into a new post within the team which has increased the operational and support and the capacity the team can provide to the management and service areas.

## **2.0 BUSINESS CONTINUITY & EMERGENCY PLANNING**

### **2.1 Business Continuity**

This year saw a major national exercise for Business Continuity exploring the impacts of an unplanned national loss of power. Exercise Mighty Oak ran over three days and involved almost every resilience forum in the Country. Eighteen (18) officers of SKDC took part over the three days at several sites through the county. While the national learning has not yet been shared; this exercise provided real time exposure and experience for officers of the impacts and expectations the authority would face in supporting residents and the disruption to our business in such an event.

As detailed in last years report, every service area maintains a Business Impact Analysis (BIA). This outlines the identified risks to a service areas ability to function during a business interruption or emergency situation. The learning already taken from Mighty Oak is being used by teams in order to increase future resilience.

Once the final learning and recommendations have been provided, this will be shared with officers and the team give support to senior leadership and service specific areas in reviewing their BIA plans to incorporate these lessons. The attendance of so many officers was well received and clearly demonstrates the commitment of the authority to ensuring that it can continue to provide services during this type of interruption.

### **2.2 Emergency Planning**

The emergency planning team of the Council has continued to provide the general "day-to-day" support such as flooding response and providing information and flood defence to parish councils and residents, as well as supporting emergency services as requested.

Several parish councils have also been provided support with the creation of their own emergency plans through our continued partnership with the LCC Emergency Planning team. During the extremes of heat and wildfires SKDC officers attended various sites and provided a communication link between services on the ground and other areas to support and coordinate the response required.

SKDC maintains a strong approach to emergency planning and supporting other agencies, which is acknowledged by our partners. There is a duty officer on call 24/7 who will work with our CCTV operators to triage/manage any calls received. In addition to this, the council's senior officers also operate a rota system for on call duties should the situation require additional resource, or it carries a wider council implication and escalation by the duty officer.

Officers regularly attending training/refresher training sessions to maintain their understanding of the actions required at both a tactical and strategic level and will attend an upcoming command course in order to manage or support partner agencies in an emergency.

### 3.0 HEALTH AND SAFETY TRAINING

Providing suitable training for employees is a legal requirement and essential to ensuring employees can work safely, this also provides management with a level of assurance that their teams are health and safety competent and confident in their roles. Employee training needs are identified in one-to-ones, as well as previously defined training required for a particular role as defined by up to date risk assessments.

The ability to provide a range of training options online has allowed the council to continue to meet its legal and moral obligations in these areas.

To support the new hybrid style of working SKDC has now completed migration to a newer online learning platform. This allows greater flexibility for those undertaking the training to select the type of workstation, for example dual screen, home or flexible working. This then provides more bespoke advice for the user on the correct set up and reduces the risk from display screen equipment related ill health matters.

As with previous reported, Corporate Health and Safety organises the following training as part of its function:

- Health and Safety (induction for new employees);
- Workstation Safety Plus (mandatory online training for all DSE users);
- Fire Safety Awareness and Manual Handling to be provided through the new LMS;
- Fire Warden (training needs for all council workplace premises);
- First Aid at Work (3-days and 2-days refresher);
- Accident Investigation training (provided in house for those with responsibility to investigate)
- Business Continuity training (provided in conjunction with LCC EP team) to the senior team and rolling out to team leaders.
- Evacuation chair training
- Risk assessment training Identified and programmed for completion by August 2023

### 4.0 ACCIDENTS AND INCIDENTS

Services are responsible for reporting, recording and investigating accidents and incidents that occur within their own service area and any involving the public. In significant incidents, The Corporate Health and Safety team may assume the lead on the investigation. The council must identify the root cause of an incident and reduce the likelihood of reoccurrence. All health and safety incidents must be submitted to the Corporate Health and Safety team, who oversee a central

database and provide assurance to the council that suitable and sufficient investigations are taking place, proportionate to the level of incident.

#### **4.1 Accident and Incident Trends**

There were a total of 38 reported accidents in 2022/23, this is a reduction of two on the previous year's accident rate. This reduction is welcomed and while a nil accident target remains unlikely; given the number of staff and activities the council undertakes; the reduction can only be taken as a positive.

Slip, trip or fall incident numbers remain constant and are usually the most common causes of accidents, along with manual handling, not including vehicle related accidents. There has been a 100% reduction in manual handling incidents in this period, however, these have been replaced by cuts and lacerations as a leading cause of injury.

These accidents are all of a type that would be classified as minor and is reflective of the overall downward trend in accidents we are seeing currently. As always with accidents and incidents it is important to avoid complacency. Despite this drop in accidents, the number could increase and those classified as minor have the potential to be more serious in nature under different circumstances.

The planned return of Grounds Maintenance to an in-house service is likely to see the incident numbers increase for 2023/24. This in itself should not be cause for concern as this is a high risk service but we must acknowledge the potential and the health and safety team will work to support the move and embed the SKDC principles regarding reporting and investigating of incidents to ensure that suitable and sufficient investigations are carried out and risk is reduced where practicable.

#### **4.2 Accident and Incident Numbers and Charts**

**Chart A** shows the number of reported accidents/incidents over the last three years for council work - related activities and in most areas, there is a clear reduction.

Street Scene has seen a significant reduction in accidents numbers from 34 in 2021/22 to just 14 in 2022/23. This a large and welcomed reduction but should be treated with caution. The high risk nature of the works and the frequency at which this is performed mean this is unlikely to be a straight line reduction and will fluctuate over the years.

The period 2022/23 has seen an increase in the number of accidents with the arts centre settings. There is no evidence to suggest a failing within the building or risk control and these incidents are linked to members of the public and site users where a lack of concentration/human behaviours have a direct link to the incidents. Numbers of visitors have increased following the easing of lockdown controls which may be a contributing factor. The numbers and trend will continue to be monitored.

**Tables 1** Provides a breakdown by type of accident and the overall percentage for the periods 2021/22 and 2022/23.

**Table 2** Provides the specific service area and type of accident to highlight any trends within service areas.

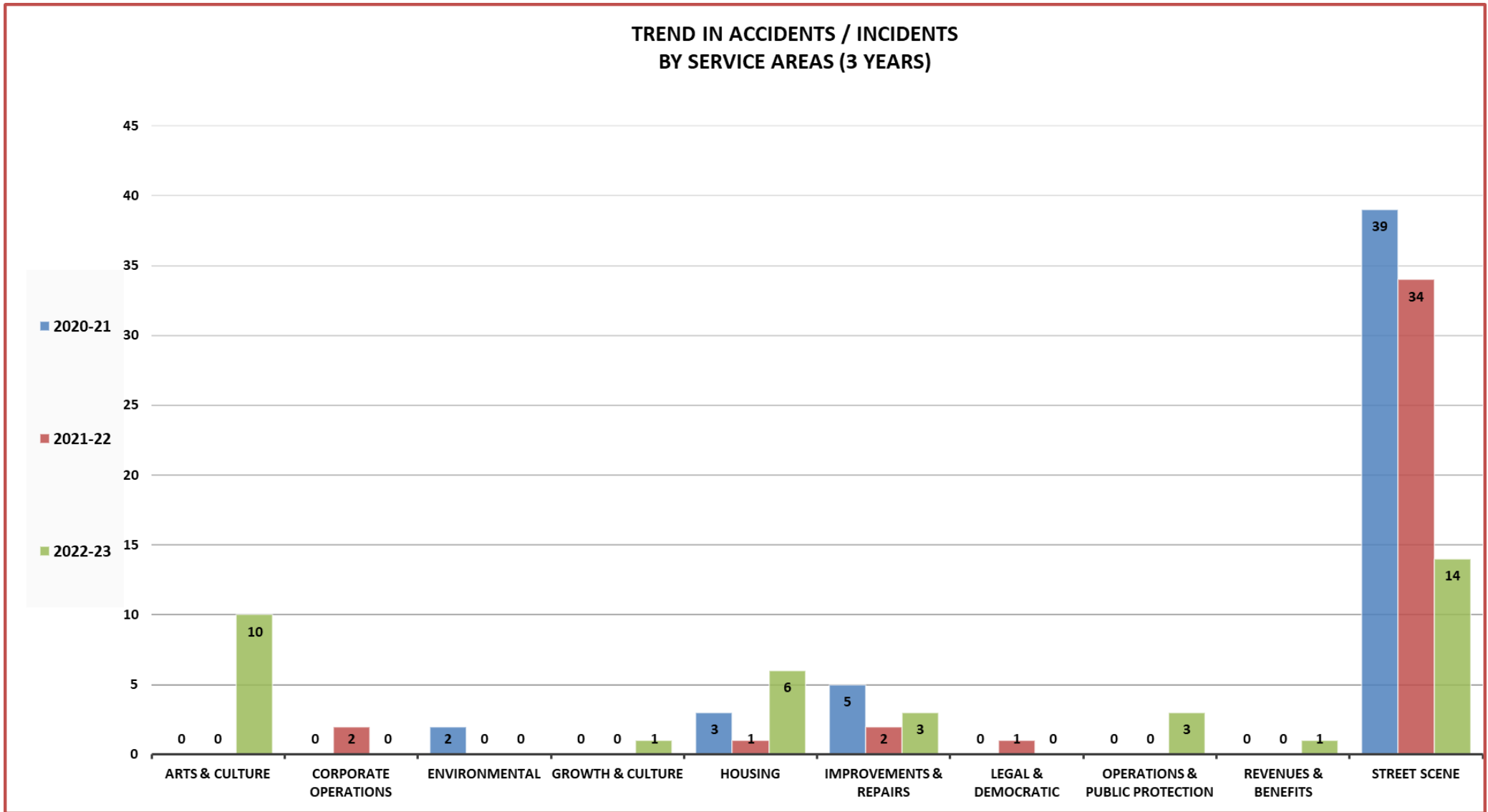
The largest category figures for 2023 are vehicle accidents at 11. This has seen a reduction from 19 the previous year and is again very welcome. While this has the potential to fluctuate, as suggested above, the drive should always be to continue this reduction, especially in circumstances where there is a greater degree of control on the part of officers by the very nature of the fact that they control the vehicle and its movements.

Regardless of the context, the council, its officers and members have a legal, moral and financial responsibility to constantly review all its activities and procedures and to drive safety improvements wherever practical.

Although the numbers are still what could be considered low for the size of organisation and the activity undertaken there have been three near miss reports in this period. This is an area which in previous years has seen a zero reporting and this should be taken as positive movement.

The importance of near miss reporting can not be understated in preventing accidents or incidents at the earliest point. Near misses are an indicator to possible gaps in controls or behaviours which can and must be addressed. The Corporate Health and Safety team continue to drive this message through training and awareness sessions and have been supported in this by the Leadership team.

**CHART A - This chart shows the trend in accident numbers by service areas over the last 3-years.**



**TABLE 1 - Comparison by Accident Type 2021/22 - 2022/23**

<b>CATEGORY</b>	<b>2021/22</b>	<b>% OF TOTAL</b>	<b>2022/23</b>	<b>% OF TOTAL</b>
Bruising/Swelling/Grazing	0	0	7	0.17
Contact with moving machinery	2	0.05	0	0
Falls from height	2	0.05	0	0
Injured while handling an object	5	0.13	0	0
Lacerations/Cuts	0	0	7	0.18
Manual Handling	3	0.08	0	0
Multiple Injuries	0	0	1	0.03
Near Miss	0	0	3	0.08
Needlestick	2	0.05	1	0.03
Neurological (Epileptic fit)	1	0.03	0	0
Slips/Trips/Falls	4	0.10	3	0.08
Sprains/Strains	0	0	3	0.08
Struck Against	1	0.03	0	0
Tendon/Tissue Damage	0	0	1	0.03
Unacceptable Behaviour	1	0.03	1	0.03
Vehicle Accidents/Incidents	19	0.47	11	0.29
<b>TOTALS</b>	<b>40</b>		<b>38</b>	

**TABLE 2 - Comparison by Service Area 2021/22 - 2022/23**

CATEGORY / INJURY TYPE	ARTS & CULTURE		CORPORATE OPERATIONS		GROWTH & CULTURE		HOUSING		IMPROVEMENTS & REPAIRS		LEGAL & DEMOCRATIC		OPERATIONS & PUBLIC PROTECTION		REVENUES & BENEFITS		STREET SCENE		TOTAL	
	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23
Bruising/Swelling/ Grazing		2						2		1				1		1				7
Contact with moving machinery																	2		2	
Fall from height																	2		2	
Injured while handling object									1								4		5	
Lacerations/Cuts		3				1		1										2		7
Manual Handling																	3		3	
Multiple Injuries		1																		1
Near Miss		1						1						1						3
Needlestick																	2	1	2	1
Neurological																	1		1	
Slips/Trips/Falls		1					1	1	1		1						1	1	4	3
Sprains/Strains										2								1		3
Struck Against																	1		1	
Tendon/Tissue Damage		1																		1
Unacceptable Behaviour		1															1		1	1
Vehicle Accidents / Incidents			2					1						1			17	9	19	11
<b>TOTAL</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>14</b>	<b>40</b>	<b>38</b>

### 4.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

RIDDOR regulations require certain specified accidents, ill health and dangerous occurrences to be reported to the relevant enforcing authority, being the HSE.

The council last year had five reportable incidents. This financial year, the council reported one as detailed below. This was reportable due to seven days or more incapacitation.

### RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

**TABLE 3 – RIDDOR Summary of Accidents Reported**

SECTION	ACCIDENT	REPORTED	TRIGGER (Over 7 days or specified injury)	PERSON EXPOSED	DESCRIPTION OF INJURY	CATEGORY TYPE	HAZARD TYPE
Improvements & Repairs	16-05-2022	01-08-2022	Over 7 day absence	Employee	Injured fell backwards off a ladder while working and sustained numerous injuries,	Bruising Swelling Grazing	Fall from height

### 4.4 Leisure Centres

**Table 4** Shows the number of incidents at each leisure centre, along with the number of visitors and overall visitor per accident rate

The accident rates are consistent with previous years, showing a slight increase of just 0.01 on last year's figures. The number of visitors per accident has reduced from 3053 in 2021/22 to 2851 in 2022/23 but we must acknowledge that the overall footfall in 2022/23 increased by over 250,000 people.

Over 720,000 people attended all three sites for a total of just 255 incidents.

## LEISURE CENTRE ACCIDENT RATES (OVER 5 YEARS)

TABLE 4: Leisure Centre Accident Rates (over 5 years)

Footfall per Incident 2022 - 2023				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	175,293	110	1594	0.06
Stamford	83,277	22	3785	0.03
Grantham	468,525	123	3809	0.03
Deeping Closed				
<b>Total</b>	<b>727095</b>	<b>255</b>	<b>2851</b>	<b>0.04</b>

Footfall per Incident 2021 - 2022				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	120,769	70	1725	0.06
Stamford	62,779	14	4484	0.02
Grantham	289,675	71	4080	0.02
Deeping Closed				
<b>Total</b>	<b>473223</b>	<b>155</b>	<b>3053</b>	<b>0.03</b>

Footfall per Incident 2020 - 2021				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne				
Deeping				
Stamford				
Grantham				
	<b>Closed because of Covid-19 (No figures)</b>			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

Footfall per Incident 2019 - 2020				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	176,591	100	1766	0.06
Deeping	251,485	92	2734	0.04
Stamford	142,577	50	2852	0.04
Grantham	598,569	138	4337	0.02
<b>Total</b>	<b>1169222</b>	<b>380</b>	<b>3077</b>	<b>0.03</b>

Footfall per Incident 2018 - 2019				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	191,518	128	1496	0.07
Deeping	283,782	174	1631	0.06
Stamford	159,632	71	2248	0.04
Grantham	663,732	100	6637	0.02
<b>Total</b>	<b>1298664</b>	<b>473</b>	<b>2746</b>	<b>0.04</b>









## 5.0 HEALTH AND SAFETY PERFORMANCE MEASURES

Along with the KPI's below, a quarterly dashboard of performance indicators is shared with Corporate Management Team and Heads of Service and covers accidents and incidents, quarterly monitoring activities and any trends identified or areas which require increased focus.

**TABLE 5 – Health and Safety Target Performance Indicators**

HEALTH AND SAFETY TARGET/PERFORMANCE INDICATOR	2020/21	2021/22	2022/23
Number of staff RIDDOR notifications to the enforcing authority	5	2	1
Number of staff lost days as the result of accidents ( <i>based upon information received</i> )	250	169	58

**APPENDIX 1 – Exert from Quarterly Dashboard (Overview and Status)**

SERVICE AREA	INCIDENTS OVERVIEW AND STATUS	
	<b>RED</b> Immediate Action <b>AMBER</b> Increased Monitoring and Review <b>GREEN</b> No Further Action	  
<b>Arts &amp; Culture :</b> Guildhall	<ul style="list-style-type: none"> <li>Incidents: 3</li> <li>Accident Type: 2 x Slip/Trip/Fall 1 x Contact with moving object</li> <li>Broader Causes: Behaviour/Human Error</li> <li>These all relate to MOP and are human error. Building condition not believed to have contributed however regular checks on potential trips matters must continue</li> </ul>	
<b>Repairs &amp; Improvements:</b> Voids	<ul style="list-style-type: none"> <li>Incidents: 1</li> <li>Accident Type: 1 x Manual Handling</li> <li>Broader Causes: Behaviour/Human Error</li> </ul>	
<b>Street Scene :</b> Waste & Recycling	<ul style="list-style-type: none"> <li>Incidents: 6</li> <li>Accident Type: 2 x Injured while handling object 4 x Vehicle Incidents – no injuries</li> <li>Broader Causes: 4 x Behaviour/Human Error 1 x Environmental 1 x Mechanical/Structural Failure – All vehicles removed from use during investigations into failure</li> </ul>	
<b>Markets :</b> Stamford	<ul style="list-style-type: none"> <li>Incidents: 1</li> <li>Accident Type: 1 x Near miss</li> <li>Broader Causes: Behaviour/Human Error</li> </ul>	
<b>Housing :</b> Sheltered Housing	<ul style="list-style-type: none"> <li>Incidents: 2</li> <li>Accident Type: 1 x Vehicle damage 1 x Animal bite (dog)</li> <li>Broader Causes: Behaviour/Human Error – information shared with all regarding animal behaviours signs</li> </ul>	

## 6.0 SERVICE PLAN 2023-2024

### 6.1 Health and Safety Plan

The Corporate teams planned works for the coming year will include several specific actions in addition to the day to day role of providing frontline support and guidance to the corporate body as noted below

**6.1a:** Working with colleagues in property there will be a further review of Fire Risk Assessments across the operational buildings and of the Fire action log books, including the use and completion of these by operational building users

**6.1b:** Following recommendations from the external audit all risk assessments will revert to an annual review frequency, while this is a significant draw on officer time, the value of greater scrutiny over risk control is recognised. The team will provide feedback and recommendations to strengthen controls and ensure that timeframes are provided for the completion of tasks by the relevant service area responsible person. All areas with identified actions will be revisited to track progress within that area.

**6.1c:** Continue to promote and drive cultural improvement related to safety through the health and safety working group and related safety awareness sessions. This will include a review of the full suite of arrangements and protocols created to support Managers on safety related topics.

### 6.2 Business Continuity and Emergency Planning 2023/24

Working with partners in the LCC Emergency Planning team we will continue to provide training and advice to all identified tactical and strategic officers to ensure the knowledge and skills required in an emergency are current and that SKDC remains well placed to respond and has built in operational resilience.

Although in the early stage of discussion there will be some training sessions designed for Members. These will provide awareness of the responsibilities they may hold in the event of an emergency and general understanding of the structure involved when responding to an emergency event or period of business interruption

As noted earlier in the report a large focus of the coming year will be to review and disseminate the learnings from the National exercise Mighty Oak and ensure the relevant learning points are considered and included within service level impact analysis documents.