

# Health & Safety Assessment Report 2021



Homeworking Assessment, Returning to the Office Assessment  
and BAME/Vulnerable Group Analysis



## Employee Satisfaction

The analysis shows that responding colleagues are on the whole satisfied with their working from home set up.

## Value for Money

The outcome for some of the assessment resulted in purchase of equipment to help resolve colleagues issues and concerns. In the long run acting as a protective factor for DSE and homeworking related absences.



## Summary of returns:

- Since last year additional Homeworking Assessments have been undertaken by new employees and existing employees with changes to their home working arrangements.
- BAME/Vulnerable Assessments have been completed/reviewed.
- DSE eLearning package was updated April last year.
- All employees who wish to return to any office have been asked to complete a “Returning to the Office Assessment”.

# Headline figures used in the Health and Safety Analysis

## Health & Safety Questionnaires Returned

- Total BAME/Vulnerable Assessments since 2020: **128**
- DSE e-learning completed: **835**
- New Home Assessments: **175**
- Returning to the Office Assessments: **358**

## Employee Numbers

The council employees **1046** individuals

### Number of employees per directorate:

- Chief Executives: **44**
- Delivery: **187**
- People: **666**
- Place, Planning and Regeneration: **157**
- Resources: **92**

## BAME Employee Numbers

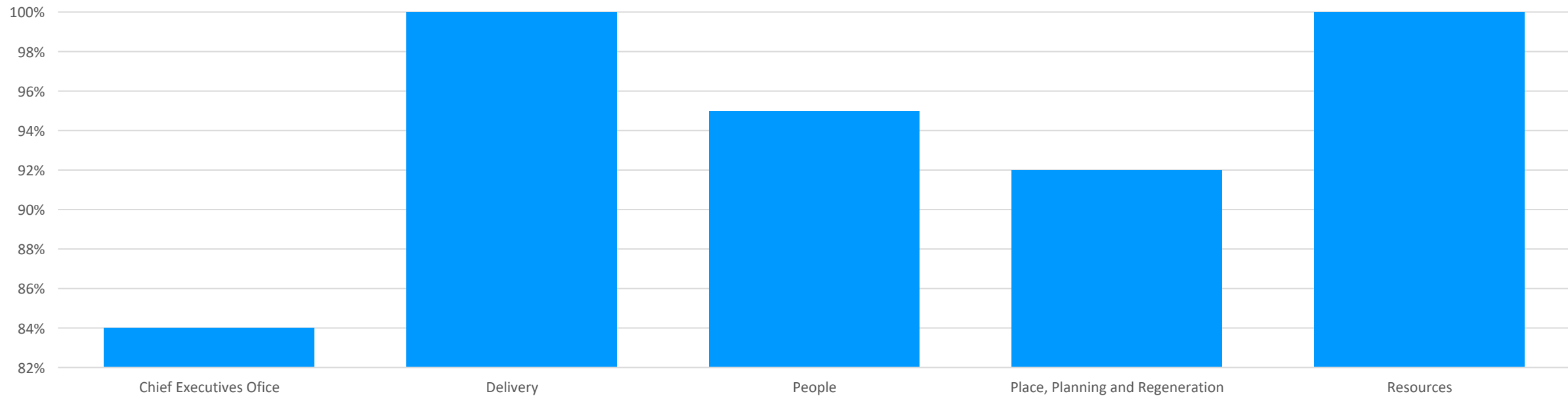
The council employees **128** BAME individuals.

### BAME employee numbers per directorate:

- Chief Executives: **6**
- Delivery: **18**
- People: **84**
- Place, Planning and Regeneration: **12**
- Resources: **7**

# BAME/Vulnerable Assessment Analysis

## BAME/Vulnerable Assessments Completed per Directorates



Chief Executives Office 83%  
Delivery 100%  
People 95%  
PPR 92%  
Resources 100%

## Summary

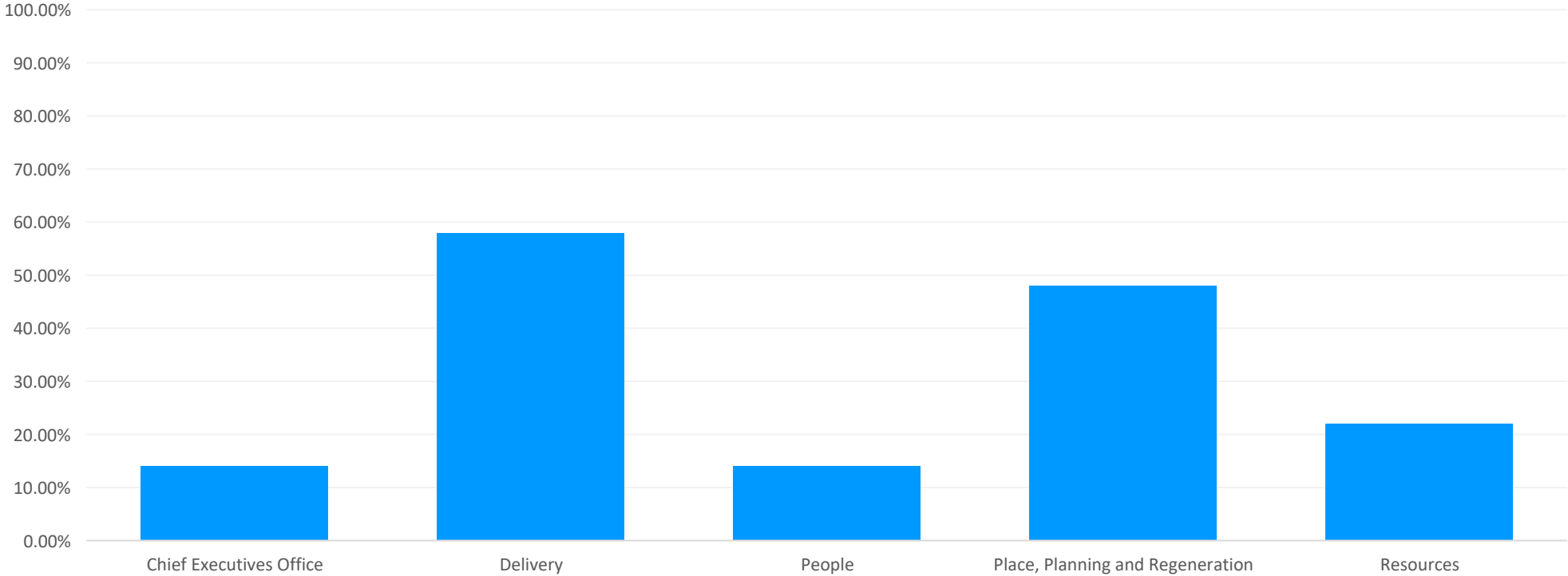
**BAME staff represents 12% of the workforce at Bracknell Forest Council. This group are recognised as vulnerable or at an increased risk of Covid-19. As such Public Health advises that extra measures are taken to reduce their risk of exposure to the disease. Understanding individual's level of risk and seeking to mitigate them is a council priority. 128 assessments were submitted for analysis.**

# Breakdown of completed BAME/Vulnerable Assessment Analysis



BAME 36%  
Vulnerable 64%

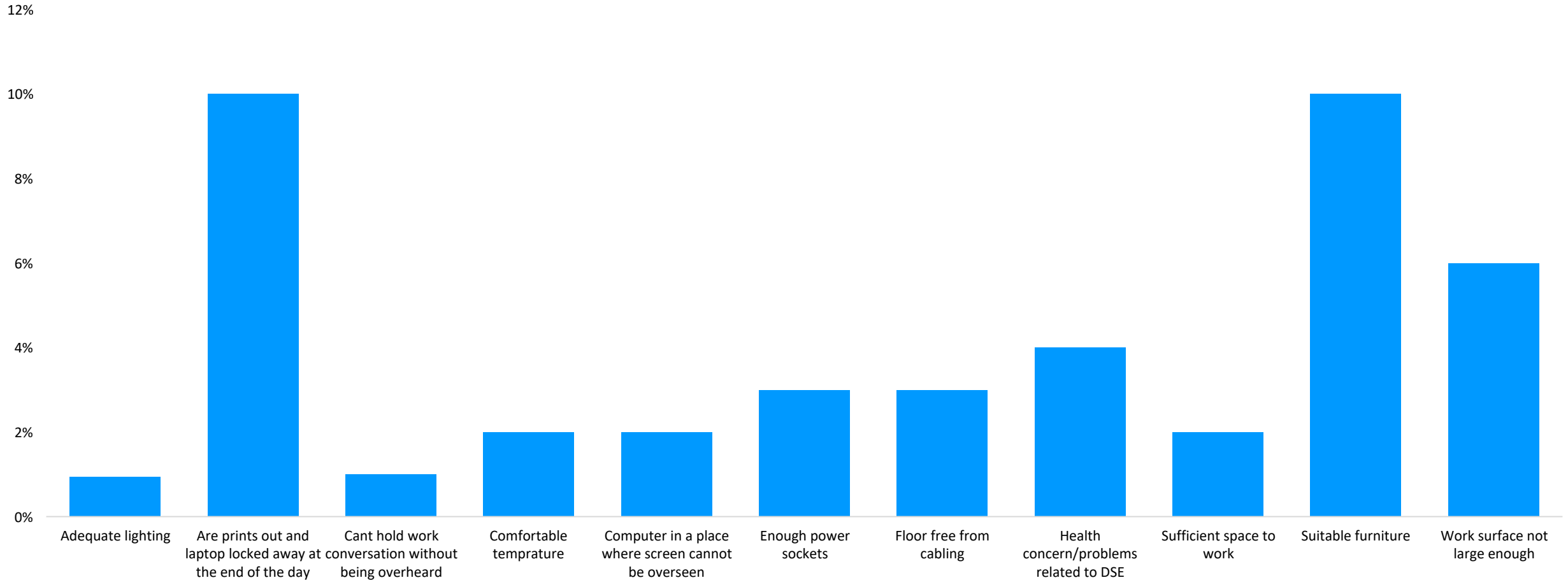
# Received New Starters Home Working Assessments Completed per Directorate



Chief Executives Office 14%  
Delivery 58%  
People 14%  
PPR 48%  
Resources 22%

# Areas of Concern Highlighted in the 175 New Homeworking Assessments

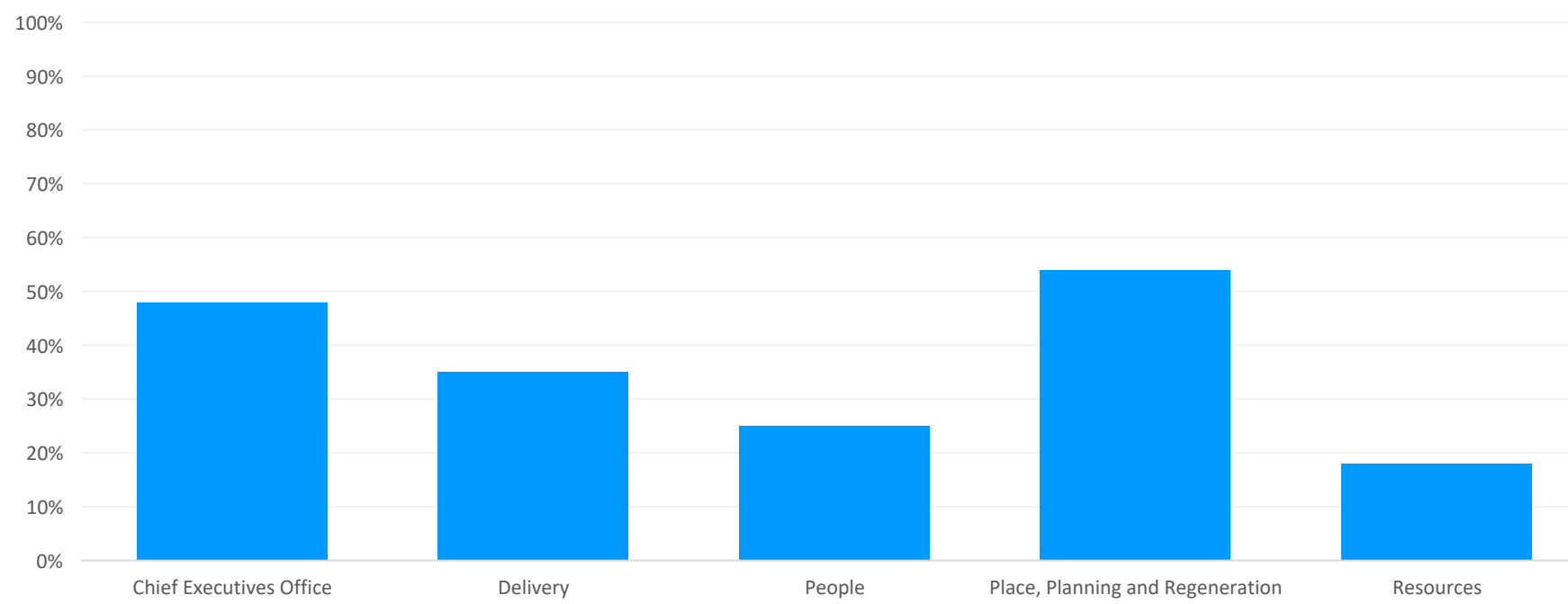
% of people expressing concern about different aspects of homeworking arrangements



## Summary

**Not having enough room for suitable home working furniture can result in insufficient working space and a lack of lockable furniture.**  
**Health concerns highlighted were back, neck, wrist discomfort and eye strain.**  
**Lack of electrical sockets will result in the use of extension leads.**

# Returning to the Office Assessment Completed per Directorate as 31<sup>st</sup> August



Chief Executives Office 48%  
Delivery 35%  
People 25%  
PPR 54%  
Resources 18%



# Key Findings and Next Steps

1

Many colleagues have been provided with office chairs and monitors for homeworking.

2

Some colleagues with furniture's they consider unsuitable for home working tend to answer "yes" to the question about health concern related to DSE equipment.

3

Colleagues overall are satisfied with their home working arrangements.

4

Colleagues should review their home working assessments if their personal circumstances change.

5

There should be clear documentation of actions taken to manage and resolve colleagues concerns by each manager.