

Health & Safety Assessment Report 2022

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

Summary



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 previously.
- DSE eLearning package was updated May 2020.
- 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**
- New DSE e-learning completed: **38**
- New Home working Assessments: **17**
- Total returning to the Office Assessments : **565**

Employee Numbers

The council employees **1194** individuals

Number of employees per directorate:

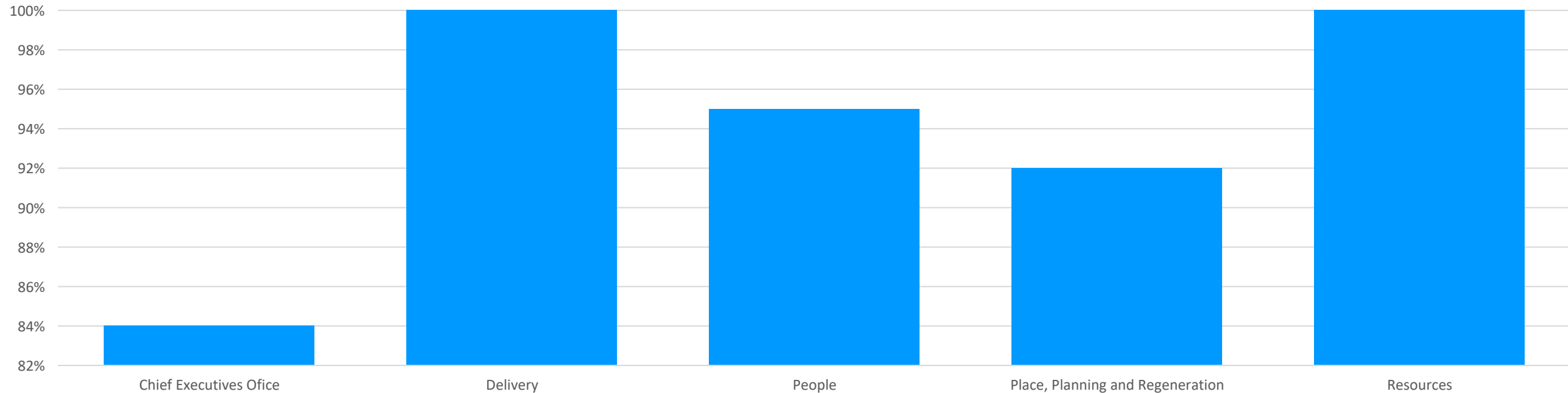
- Chief Executives: **49**
- Delivery: **200**
- People: **665**
- Place, Planning and Regeneration: **190**
- Resources: **90**

BAME Employee Numbers

The council employees **126** BAME individuals.

BAME/Vulnerable Assessment Analysis (same as 2021)

BAME/Vulnerable Assessments Completed per Directorates



Chief Executives Office 83%

Delivery 100%

People 95%

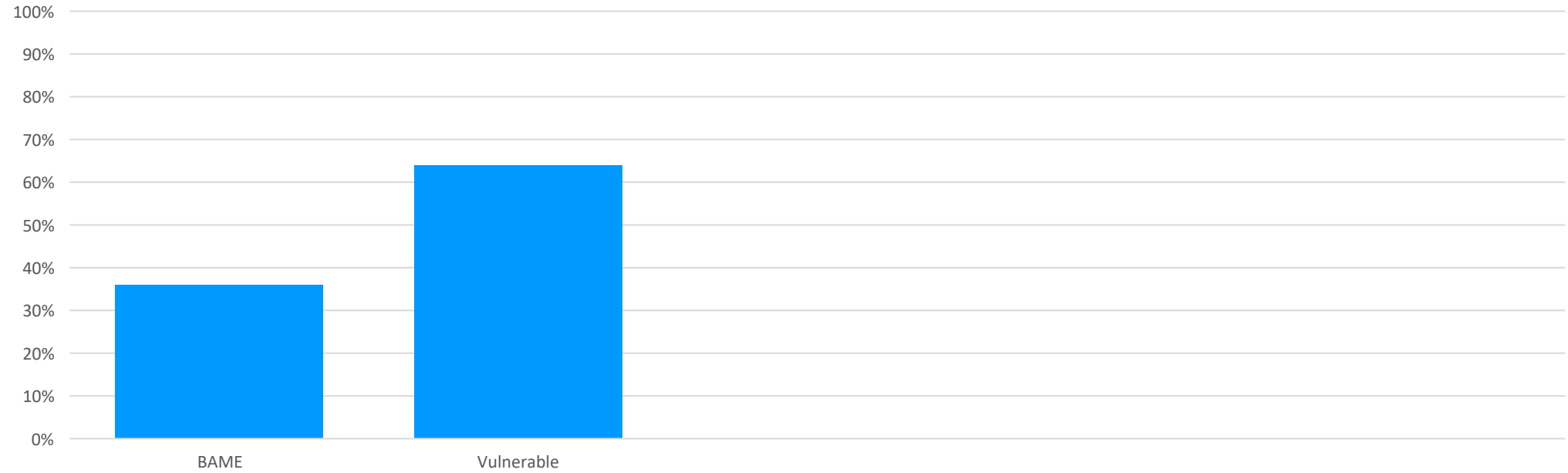
PPR 92%

Resources 100%

Summary

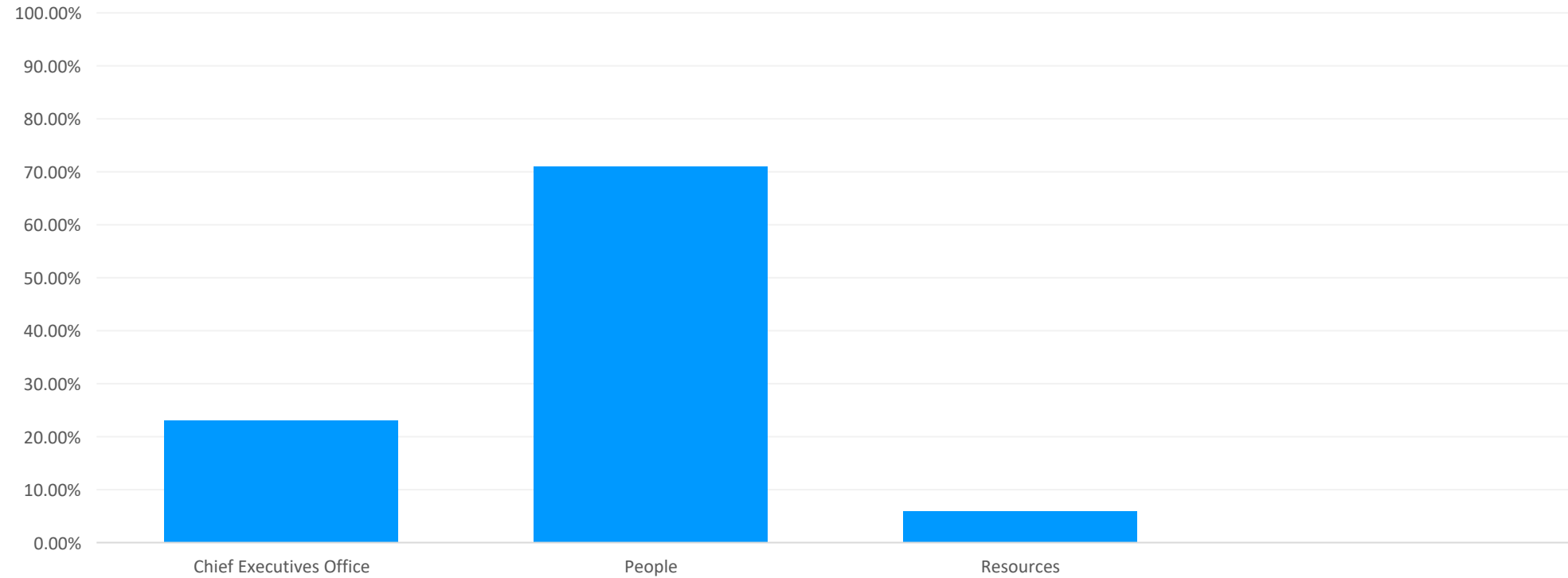
BAME staff represents 11% of the workforce at Bracknell Forest Council. This group are recognised as vulnerable or at an increased risk of Covid-19. As such Public Health advises that extra measures are taken to reduce their risk of exposure to the disease. Understanding individual's level of risk and 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%

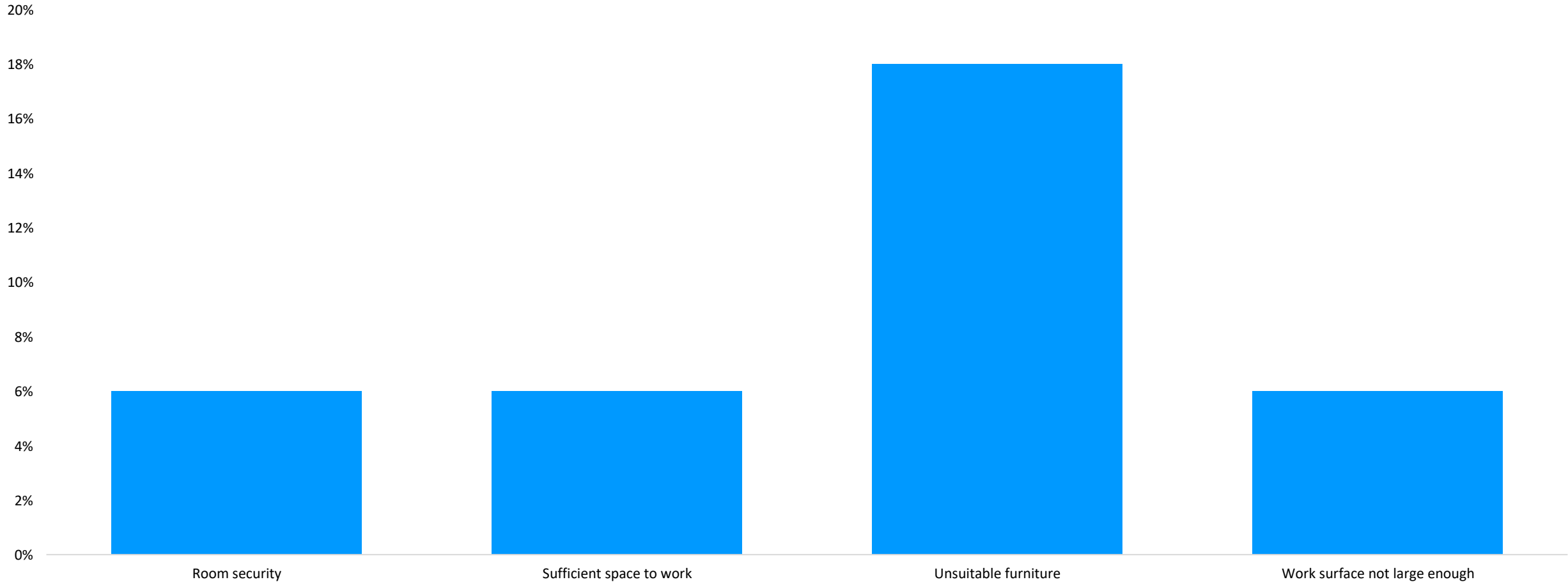
2022 New Home Working Assessments Completed per Directorate



Chief Executives Office 23%
People 71%
Resources 6%

Areas of Concern Highlighted in the 17 New Homeworking Assessments

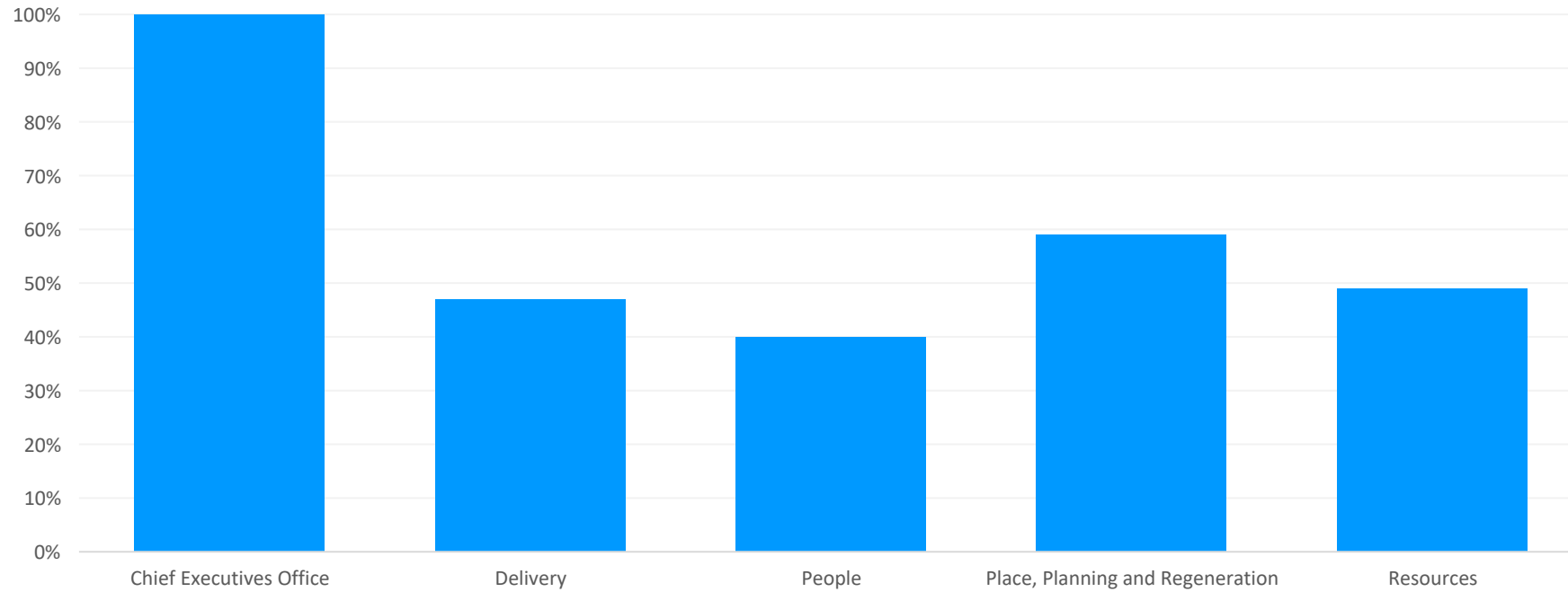
% of people expressing concern about different aspects of homeworking arrangements



Summary

Not having enough room for suitable home working furniture can result in insufficient working space and a lack of lockable furniture.

Total Returning to the Office Assessment Completed per Directorate as 31st August 2022



Chief Executives Office 100%
Delivery 47%
People 40%
PPR 59%
Resources 49%

Key Findings and Next Steps

1

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

2

Colleagues overall are satisfied with their home working arrangements

3

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

4

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