

Health, Safety and Wellbeing Performance and Assurance Report

Date: 7th February 2024

Report of: Director of Strategy & Resources

Report to: Executive Board

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report is designed to provide assurance to the Executive Board on health, safety and wellbeing matters. It covers the period 1st April 2022 to 31st March 2023.

The report gives a background of how health, safety and wellbeing is being managed in Leeds City Council, briefly highlights our performance and main achievements as well as looking ahead at some challenges and identifies our priorities for the next two years.

The report identifies our key risks and gives a background information of health, safety across the UK and the Health & Safety Executive strategy across the UK.

Our key achievements have been split into separate headings covering Leeds City Council services, educational setting, fire safety, occupational health and wellbeing services.

It also highlights key stakeholders and some of their roles and responsibilities in maintaining good health, safety and wellbeing standards.

Recommendations

1. It is recommended that the Executive Board notes the contents of this report and recognises that a robust, yet proportionate approach to health, safety & wellbeing risk management within the Council continues to be applied to do the best it can with the resources and information available.

What is this report about?

2. The Council Health, Safety and Wellbeing Policy clearly sets out everyone's responsibilities, from the strategic decisions made by Elected Members, the policy framework led by the Chief Executive and his Leadership Team and the day-to-day management of health and safety risks by everyone from directors to all employees across the whole council. Health safety and wellbeing is a feature of the values and behaviours.
3. Health and safety is especially important in a local authority setting, particularly in a city the size and diversity of Leeds. This is because the Authority will play many roles and be responsible for a variety of duties including that as an employer, an exemplar, an enforcement body, a service deliverer of high risk services, and a large organisation able to

influence safety through the supply chain and wider economy.

What impact will this proposal have?

4. This annual review helps to ensure the right health, safety & wellbeing strategies and arrangements are in place and being delivered and monitored to address the key challenges and sustain the work that is bringing about improvements.
5. A positive attitude to health, safety and wellbeing enhances the Council's position as an inclusive, diverse and fair employer. In particular, there are close links with disability in: ensuring that work does not contribute to or exacerbate ill health; that a 'social model of disability' approach is taken, that reasonable adjustments are understood and always considered appropriately; that health and safety is not used as a barrier to employment based on an individual's disability; and that stigma around mental health is removed and appropriate support provided. Health and safety standards and procedures are always developed to take into account the needs of all members of staff and service users.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

6. This report assists the council in determining whether it is complying with its Health, Safety & Wellbeing Policy, which is signed by the Chief Executive and Leader of the Council. A large percentage of Council employees are also residents of Leeds and so using the workplace setting to enhance their health, safety and wellbeing also contributes to many aspects of the Best City's Ambitions and Being Our Best - Organisational Plan, particularly around inclusive growth and helping to reduce health inequalities.

What consultation and engagement has taken place?

7. There is no impact in relation to any specific ward. The Council has many responsibilities in terms of health and safety – as a duty holder with large numbers of employees, a regulator (through Environmental Health) and a large-scale procurer and commissioner of goods and deliverer of services that can influence safety through the supply chain.
8. Elected Members, particularly Executive Board, Scrutiny and portfolio holders, have a significant part to play in securing the health, safety and wellbeing of the Council's workforce.
9. Members are not responsible for managing health and safety services on a day-to-day basis, but can affect it through strategic decisions on plans, priorities and budgets. Elected Members also have potential criminal and civil liabilities as individuals or as a collective body.
10. Staff engagement with regards to health, safety & wellbeing is a legal requirement and LCC has a robust framework of consultative committees set up to engage with Trade Unions. These Committees are set up for both Directorate and Service level engagement.
11. Any new standards and guidance are communicated through various methods including Best Council Leadership Team, Be Your Best Manager Meetings, our Staff Networks Joint Trade Union Committees and through our staff appraisals.

Wards affected: No wards are affected.

Have ward members been consulted? Yes No

What are the resource implications?

12. No funds are being sought in this report, as health, safety and wellbeing is a part of everyone's role, all managers roles and a crucial part of the HR function.
13. A positive approach to health, safety and wellbeing contributes to savings in respect of reduced sickness absence; less money paid out in Employer and Public Liability claims; reduced likelihood of prosecutions by enforcement bodies and subsequent large fines; less damage to property, equipment, and Council vehicles; and increased staff engagement, commitment and morale leading to higher productivity.

What are the key risks and how are they being managed?

14. Health & safety failure is one of the council's corporate risks and is updated through the corporate risk management system. The Annual Council Risk Report, considered by Executive Board, defines the overall rating for 'health and safety' as high because of the possible impact should things go wrong. The stated target is to reduce the probability from possible to unlikely. The last risk management update was presented to Executive Board in September 2023. ([Public Pack](#)) [Agenda Document for Executive Board, 20/09/2023 13:00 \(leeds.gov.uk\) page 135.](#)
15. Compliance with health and safety legislation by the Council is enforced by the Health and Safety Executive and fire safety by the West Yorkshire Fire and Rescue Service, the Care Quality Commission and Ofsted also have a role in care and educational settings.
16. Civil claims for compensation can also be brought against the Council by employees or members of the public injured or made ill due to the Council's work activities.
17. Day to day management of health and safety within the organisation is the responsibility of officers in charge of service provision. The Chief Executive is ultimately accountable, and members of the Council's Corporate Leadership Team have a collective role for directing the health and safety strategy. The Director of Strategy & Resources is the nominated Director for health, safety & wellbeing matters.
18. Corporate Leadership Team, Executive Board and service managers receive competent health and safety advice from a professionally qualified Health, Safety & Wellbeing and Occupational Health Team, which is part of Human Resources.
19. Health and safety is about saving lives, not stopping people living. Leeds City Council supports the Health and Safety Executive's campaign for sensible risk management, where it is based upon practical steps to protect people from real harm and suffering - not bureaucracy. The approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.
20. Health and safety management in the Council follows the Health and Safety Executive's Leadership Model – 'Plan, Do, Check, and Act'. This is realised through the Health, Safety & Wellbeing Policy and a series of standards, jointly agreed with Trade Unions. Co-operation and consultation with the workforce on health and safety matters is extremely positive and this is facilitated through Directorate/Service level Health and Safety Committees and a Corporate Health, Safety & Wellbeing Committee.

21. Health & Safety is a standing item at the weekly Corporate Leadership Team meetings, with further assurance meetings held every month between the Director of Strategy & Resources, Chief HR Officer and the Head of Health, Safety & Wellbeing.

22. Close and collaborative work continue with Trade Union Representatives. Joint site inspections regularly take place across our sites. Trade Union Safety Representatives provide an additional & essential role in raising staff concerns and issues to management.

Key Achievements

There were a number of key achievements which have improved health, safety & wellbeing in the past 12 months and highlights include:

23. Health, Safety and Wellbeing Support for Directorates.

- a) Services for Directorates & Services included a wide range of health, safety, wellbeing and services provided.
- b) A new Head of Health, Safety & Wellbeing was appointed in December 2022. New revised Health, Safety & Wellbeing Policy agreed with Trade Unions and launched.
- c) Risk profiles have been drafted for each Directorate and Service area. These detail the risks within each service and will be used to ensure risk management arrangements have been put into place. Plans to audit high and medium risk areas based on their risk profiles are being prepared for 2024.
- d) Directors have chosen priority areas to concentrate on based on their risk profiles. These priorities are all aligned to our Corporate priorities listed within paragraph 36 and 23(e) below.
- e) New corporate health, safety & wellbeing priorities have been identified in addition to existing priorities based on the organisational risks. These are:
 - Violence & aggression.
 - Risk management & risk assessments.
 - Mental health and work- related stress.
- f) To ensure these priorities are successfully supported, Human Resources have allocated additional resources to produce associated toolkits, guidance and support for services. Training packages for managers are also being developed.
- g) Launch of the new Employee Assistance Program contract with Vivup was completed in June 2022 at short notice. This launch has proved very successful with an increase of 45% take up of staff contacting the Vivup service for support. A substantial reduction in costs is also likely to be achieved through the new contract.

24. Health, Safety & Wellbeing Support for Educational Settings

- a) Services for schools - a wide range of health, safety, wellbeing and safeguarding services are provided to schools. These include statutory services to community and voluntary controlled schools and also traded services to schools where LCC is not the employer. A joined up approach with other services is taken, offering schools the best provision and helping to fulfil Leeds role as a child friendly city. LCC Health, Safety and Wellbeing Team currently supports 110 LCC schools and over 150 non LCC schools via traded SLAs.

- b) The Team continued to work closely with colleagues in Public Health and Infection Control and produced a brand-new Infection Prevention and Control Risk Assessment, a sample Infection Outbreak Plan and a new reporting system for outbreaks of a range of infectious illnesses commonly found in educational settings. These all included Covid as one of a number of infectious illnesses. This was to build upon the fantastic joined up approach and early support and intervention that had been put in place for Covid and all parties recognised could now be utilised to assist with several other illnesses across the city. An online reporting tool for outbreaks of infectious illnesses went live to Schools and early years settings in September 2022 and has been well received and utilized.
- c) Keeping schools safe in West Yorkshire – LCC Health and Safety Team continues to support and deliver the training developed via a joint initiative with other Councils, Emergency Planning, Fire Safety and the Police. A series of advice notes regarding fire safety management have been prepared and available to schools, the Fire Safety Hub now carries out Fire Risk Assessments in Local Authority maintained schools.
- d) Audits / Monitoring– the team were able to re-commence the schools audit and educational visits monitoring programmes in September 2021 after being unable to carry these during the covid pandemic. The team obtained a new electronic auditing / monitoring system and developed and expanded it over 2022 / 2023. This is enabling more efficient, consistent audits and monitoring. In 2022 / 2023 28 audits were carried out, with a further 9 between April 2023 and end of July 2023.
- e) Asbestos – the HSE started inspecting asbestos management in schools across the country in September 2022. All LCC schools and schools with an SLA were informed of this and bulletins were issued to provide guidance on what this means and a reminder of the actions to take to ensure they are compliant. Asbestos awareness training and refreshers every 2 years are mandatory for Heads and Site Managers in schools that have asbestos containing materials and are LCC schools. This is delivered free of charge to LCC schools and in 2022 / 2023 157 staff attended the training.
- f) Employee Wellbeing - A Schools Wellbeing Working Group has been established this year bringing together colleagues from the Health & Safety, HR, Occupational Health, Health & Wellbeing, Headteacher Support and Governors Support Teams. The group is developing a schools wellbeing booklet and web pages on Leeds for Learning to provide a single point of access for all staff and governors in schools to wellbeing advice and support LCC teams and outside organisations.
- g) Radon is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occurs naturally in all rocks and soils. At the end of 2022 UKHSA released a new Radon map for the country. This was the first update in over 10 years and shows far more properties now fall within areas with elevated radon levels in Leeds. The HSE have started inspecting schools for Radon management in April 2023. In 2011 – 2013 schools which were identified by UKHSA at that time to fall into elevated radon areas were monitored for Radon and actions taken in any schools found to have levels above the designated action level. This action level has now been reduced. The Health, Safety and Wellbeing Team have analysed the radon map and identified all schools which fall into elevated radon areas and need to carry out monitoring. A Radon policy and risk assessment, along with a training package has been created. This will be rolled out in September 2023 to all schools that are now required to monitor for Radon.
- h) Leeds City Council has taken a measured and proactive approach to RAAC within schools. Surveys have taken place on all schools for which the LA are the Responsible Body, and no RAAC has been identified in any school buildings. RAAC was discovered in

the roof of a former superintendent property not used by the school, and works are currently underway to replace the roof. We have been made aware of one academy where RAAC has been identified within a single block within the school. The DfE are supporting the school with temporary accommodation whilst mitigations take place. Support has been offered to the Academy from the Local Authority should they require it.

26) Wellbeing Initiatives.

- a) Our People Strategy continues to consider workplace wellbeing a key 'enabler' of its vision and mission and our #TeamLeedsBeWell" wellbeing brand is now well recognised across the organization. We have worked with stakeholders across the organisation in 2022 to agree three organisation-wide mental health and wellbeing priorities which are "promotion", "prevention" and "support". The priorities help us to look at common themes, understand and act quickly on workforce concerns and in conjunction with what we learned through our five wellbeing pulse surveys, focus on the things that really matter.
- b) We have continued to work with our "wellbeing army" to champion wellbeing out in teams and to provide support for the teams most in need. Our workplace Wellbeing Champions play a critical role in signposting employees to support, raising awareness, and holding wellbeing events in their local areas. Our Mental Health first aiders continue to offer vital support and signposting and the council has maintained its status as an active Mindful Employer, sharing and learning from, good practice across the region. Our Health Minds Group continues to be very active and receives extremely positive feedback from its members. We have also continued to consult with, and learn from, key stakeholders including our "Trade Union Wellbeing Group" where recent meetings have focused on workplace mental health and improving routes to support.
- c) Financial wellbeing has continued to be a key area of focus over the past twelve months, due to the on-going cost of living crisis. To help support our employees and those of the anchor organisations we have continued to develop our Financial Wellbeing Week by introducing new sessions covering areas such as interest rates, mid-career planning and how to build resilience. These sessions are primarily on-line so to support colleagues who are unable to attend, we have developed a 'Let's talk Financial Wellbeing' session which we have delivered to frontline employees, Mental Health First Aiders, Safeguarding Officers and the Wellbeing Champions. To date, these sessions have been delivered to around a thousand employees this calendar year.
- d) Menopause Support – Following the launch of our new LCC Menopause Guidance on World Menopause Day, a new toolkit, and the signing of our new Menopause Workplace Pledge, we have continued to offer training and support on menopause. A key part of our support to those experiencing menopause or supporting others experiencing menopause are our regular menopause cafes which provide a good opportunity for peer support (and have included a clinical element provided by our qualified Occupational Health advisors) Our women's voice network also discusses a range of menopause related issues.

27) Occupational Health and Wellbeing Service

- a) Services - The Occupational Health and Wellbeing Service provides a range of services including medical assessments on pre-employment, job related/workplace adjustments, night worker and ill health retirement referrals. The Service also provide support and advice to individuals, managers and services with regards to sickness absence, rehabilitation programs, phased returns and medical redeployment. We arrange vaccination programs;

health surveillance; as well as provide wellbeing advice on numerous health related issues across the organisation.

- b) Specific Projects – These included delivering a number of 'Let's Talk' monthly sessions:
- Quality Occupational health Referrals: aimed at managers to help get better outcomes for employees, managers and the services they come from.
 - Stress Awareness
 - Stress awareness for Managers including how to undertake individual and group assessments.
 - Supporting Staff at Work Charter.
 - Also 'Healthy Minds' sessions 'How are you feeling' and 'How are you feeling for managers' sessions.
- c) This year OH have also undertaken a number of bespoke sessions within services to help with both mental and physical health. This has included delivering training/awareness raising sessions both virtually and in person including to 'front line' services. We also link in with various networks and trade union colleagues and managers on all aspects relating to occupational health and wellbeing.
- d) One key project is the creation of a rehabilitation program through a working group made up from trade union, HR and DAWN network colleagues. Rehabilitation has two main aims: to help employees return to work after an illness or disability and/or to help employees with chronic health conditions stay in work. In setting up a formal occupational health and rehabilitation programme, the Council will not only reduce the costs associated with sickness absence and create a more productive workforce, but it will also help to meet its duties under the disability and equality legislation.

28) Fire Safety

- a) Since the Grenfell Tragedy, work continues to review and monitor all fire risk assessments for our social housing in a structured and programmed manner. The program of sprinkler installation, which started in 2013 in High Rise blocks citywide is continuing and 61 High Rise blocks & Sheltered Housing Complexes will be completed by financial year 2022/23, providing the highest safety provision to the residents of Leeds.
- b) The Dame Hackitt Phase 1 inquiry, the Council is an “early adopter” of the Hackitt review recommendations working together with WYFRS has completed, produced, and placed on site Tactical Information Plans for 118 High Rise blocks 18+ meters or 7 stories and above in height. These documents must be maintained and updated if works are carried out in any of these blocks and any changes reported to WYFRS.
- c) Working on Evacuation procedures with regards detailing persons that may require assistance to evacuate are ongoing with WYFRS benefiting all our High-Rise residents citywide.
- d) Fire stopping works and the compartmentalisation of flats in high rise blocks and retirement life housing complexes across the city have been completed, further enhancing resident safety, focusing now on our low-rise accommodation.
- e) Fire safety works are programmed for Converted Victorian properties that have been converted to flats with 12 completed, work has paused until procurement exercise complete, in addition works in our back-to-back properties types also are ongoing, raising the safety

provision within these type of properties to a higher level with 747 out of 1575 complete and once again work has been paused while procurement exercise is completed.

- f) A pilot Building Safety Case has been completed and passed to critical friends in Building Control and West Yorkshire Fire Service, when all have replied, and any necessary amendments made this will be sent for to the Building Safety Regulator (BSR) for their comments. In preparation for the up-coming Building Safety Act, enforced in October 2023, where all High Rise blocks to registered with the BSR, and a compelling Building Safety Case submitted in preparation for applying for Occupancy Certificate for existing occupied High-Rise blocks.
- g) LCC continues to work closely with West Yorkshire Fire & Rescue Service through partnership agreements and the Concordat agreement further enhancing fire safety.
- h) Chargeable false alarms continue to reduce saving the Council money as well as reducing complacency when an alarm sounds, in addition attendances for fire crews have reduced allowing WYFRS to deal with other emergency incidents. Retirement for life team follow up each false alarm within a retirement for life property to ensure welfare of their residents.
- i) The LCC Fire Safety traded offer was expanded to e-learning Fire Warden course, which has proved very popular with schools.
- j) The Fire Safety Hub continues to carry out Fire risk assessments in local authority-maintained schools, these assessments include invasive audits of fire safety compartmentation, the assessments will be carried out on a biannual basis with the interim review being carried by the responsible person for the school.
- k) The Regulatory Reform (Fire Safety) Order 2005 article 6 was amended last year and our fire risk assessors must report on the structure of walls, their external wall insulations and items such as balconies etc. this allows the Local Fire Authority as the enforcing body to enforce matters in relation to any issues noted.
- l) The Fire Safety Regulations 2022 that came into force 23 January 2023, places a duty on the Authority to check the High-Rise flat entrance doors of all accommodation 7000+, the results of these checks must be recorded, work progresses with regards this matter, in addition, all communal areas door inspections every 3 months. It also requires that we inspect and test lifts on a monthly basis to test all firefighter functions work, any failure that takes over 24 hours to repair must be passed to local Fire Authority
- m) Fire safety works are programmed for converted Victorian properties that have been converted to flats with 12 completed and a further two phases have been released to the awarded contractor in addition works in our back to back properties also are ongoing, raising the safety provision within these type of properties to a higher level with 447 out of 1600 complete.
- n) Work has been commenced to prepare a pilot Building Safety Case template for each of high rise blocks with the first draft nearing completion, when completed this will be sent for to the building safety regulator (HSE) for their comments.

- o) LCC continues to work closely with West Yorkshire Fire & Rescue Service through partnership agreements and the Concordat agreement further enhancing fire safety.
- p) Chargeable false alarms have continued to reduce saving the Council money as well as reducing complacency when an alarm sounds, in addition attendances for fire crews have reduced allowing WYFRS to deal with other emergency incidents.
- q) Last year in Schools fire safety schemes were completed at Westroyd Primary and Nursery. These schemes were all capital works funded via Planned Maintenance Programme. The LCC Fire Safety traded offer was expanded to e-learning Fire Warden course, which has proved very popular with schools.
- r) The Fire Safety Hub has commenced Fire risk assessments in local authority maintained schools, these assessments include invasive audits of fire safety compartmentation, the assessments will be carried out on a biannual basis with the interim review being carried by the responsible person for the school.
- s) The Regulatory Reform (Fire Safety) Order 2005 article 6 was amended last year and our fire risk assessors must report on the structure of walls, their external wall insulations and items such as balconies etc.
- t) The Fire Safety Bill and the Regulatory Reform (Fire Safety) Order 2005 as amended 2021 places a duty on the Authority to check the Flat entrance doors of all accommodation 7000+, the results of these checks must be recorded, work progresses with regards this matter, in addition, all communal areas door inspections every 3 months.

29) Elected Member Safety.

- a) The contract with Pick Protect has been extended for a further 12-month period until 17 May 2024. This will allow further time for a procurement exercise to take place for a lone worker device that can be utilised across council services.
- b) A supply of audible panic alarms have been purchased and these have distributed by Group Officers to those Members that wanted one.
- c) The guidance for preventing violence and aggression was reviewed and re-issued out to all Elected Members.
- d) A security inspection of all sites used for member surgeries was carried out to identify any sites that were considered to be high risk. Additional sites identified have also received a security inspection.
- e) New member induction now contains information and awareness regarding the setting up of surgeries and to recommend that any new identified sites should be inspected by the Security Advisor prior to use.
- f) Members are now escalating threats of violence and aggression directly to the Chief Officer for Safer Leeds; Members are encouraged to advise group support managers of issues and concerns - these are logged and assessed to determine other interventions that may be required and to highlight any trends or other issues.

What are the legal implications?

- 30)** Health and safety performance in the UK has plateaued in recent years. 2022/23 statistics showed that there were 135 fatal injuries up from 123, and 1.8 million workers living with work-related ill- health & around 12,000 deaths relating to lung disease linked from past

exposures at work. There were 35.2 million days lost through work related ill-health costing the UK economy an estimated £20.7 billion.

- 31) The current priorities for health and safety determined by the Health and Safety Executive are work-related stress (accountable for 55% of all ill health working days lost days), musculoskeletal disorders (accountable for 27% of all ill-health working days lost) & occupational lung disease (estimated to account for 12,000 deaths per year). All of which are relevant to work undertaken within Leeds City Council.
- 32) Last year the HSE carried out 216 criminal prosecutions with a 94% conviction rate. They issued over 8,000 Improvement Notices and over 2,000 Prohibition Notices.
- 33) While there has been a significant increase in the levels of fines for failing to comply with H&S Legislation the penalty for LCC would be much greater when taking into account any reputational damage.
- 34) There are many indicators of health and safety performance, none of which operate in isolation. This year again saw no formal enforcement notices relating to health and safety for the tenth consecutive year; an overall reduction in accidents in the Council; statutory assessments and surveys largely taking place on time; and many key improvement initiatives relating to staff wellbeing undertaken successfully.
- 35) National security has also been prominent in recent years with a number of 'terror' attacks through the UK, which has led to the national threat level being raised to highest level at certain points. This, of course, impacts on LCC and the communities it serves. Personal safety and security of staff and Elected Members is a high priority due to the rise in threats of violence and targeted protests. Services that run events have also been preparing for the introduction of Martyn's Law which is due to take effect in around April 2024.

Options, timescales and measuring success.

What other options were considered?

- 36) No other options were considered. The next report covering April 2023 – March 2024 will highlight the new strategic vision & additional performance indicators for health, safety & wellbeing starting in April 2024.

How will success be measured?

- 37) The analysis of our key performance indicators & will determine our success. Additionally, a number of challenges and priorities have been identified for the next 2 years:

To instill and maintain a positive health and safety culture, LCC needs to continually review performance and seek to improve. With this in mind the current challenges are:

- a) **Violence, Aggression and Abuse** – this is an issue both in some public-facing Council premises and for staff/Members carrying out their duties in the community.
- b) **Mental Wellbeing** – whilst LCC has much support in place around mental and social wellbeing, this must remain a priority. In 2023/24 we will continue to work with Trade Unions colleagues and other partners to prevent stress-related illness and support people with mental health issues.
- c) **Fire Safety in Schools** – Fire safety in schools has recently been taken on by the LCC Fire Safety Hub. The Hub have quickly identified a number of fire safety requirements for Schools visited so far which will have funding requirements.
- d) **Fire safety training for staff** – the amendments of the Fire Safety Order, the introduction of the Fire Safety Act and the Building Safety Bill place extra demands on

the Fire Safety Hub with regards the mandatory checking of flat front doors communal doors on a reportable annual basis should be address by further recognized and third party approved training, protecting our officers and the Local Authority.

Violence and aggression in Schools– this continues to be a challenging area for schools. The Team are facing a huge demand for support, particularly with Early Years and KS1 children and are still having to catch up on training that could not be delivered due to the pandemic. Qualified staff in the Team deliver Care and Control training for schools and adult services, support and train schools with pupil risk assessments and are regularly involved in multi-agency meetings and onsite support around individual pupils.

- e) **Occupational Health Missed Appointments** - The number of 'Did Not Attends'/late cancellations remains high. This is still an area of focus for this coming year with a hope to reduce this number considerably.
- f) **Reduction of Accidents** – Our target should always be to have zero accidents. Training of managers in incident investigations to ensure we get to the route cause of incidents and prevent further incidents through better controls, safer workplaces and better awareness of why accidents have happened will be a key focus over the next 2 years.

38) Looking Forward/Health, Safety & Wellbeing Priorities

The Health & Safety Executive have launched their 10 Year Strategy. The role goes beyond worker protection, to include public safety assurance on a range of issues. Main objectives of the strategy are:

- a) Reducing work related-related ill health, with specific focus on mental health and stress.
- b) Increase and maintain trust to ensure people feel safe where they live, where they work & their environment.
- c) Enable industry to innovate safely to prevent major incidents.
- d) Maintain Great Britain as one of the safest countries to work in.
- e) It is recommended that LCC target our identified priorities over a two-year period. This will enable more time to focus and maintain improvements in safety within these listed priority areas:
 - Reducing work related stress & mental health absence
 - Reducing violence & aggression incidents and in particular children's settings
 - Risk Management including having a full register of all risks across services
 - Occupational Road Risk/Transport Safety
 - Auditing of high risk areas on priority areas
 - Health surveillance

What is the timetable and who will be responsible for implementation?

- 39)** The health & safety performance indicators are measured on a 12 monthly basis. The health & safety priorities are part of a 2 - year health & safety strategy. Key stakeholders within service areas working alongside the Corporate, Health, Safety & Wellbeing Team will be responsible.

Appendices

- 40)** Appendix 1 outlines key performance measures for health, safety & wellbeing.
- 41)** Equality, Diversity, Cohesion & Integration (EDCI) Screening Form.

Background papers

None

Appendix 1 Performance Summary for the Health, Safety & Wellbeing Assurance Report for Executive Board 7th February 2024

Health, Safety & Wellbeing Performance

This compares the last two financial years of complete records i.e.2022/23 compared to 2021/22.

1. Formal Enforcement Action

No prosecutions or enforcement notices were served on LCC during 2022/23 – for the tenth consecutive year.



2. Accidents Reported to the Health and Safety Executive (HSE)

This gives an indication of the more serious work-related accidents and is also a Corporate KPI presented quarterly at CLT. The HSE require notification of accidents resulting in broken bones, absence from work for over seven days, death, dangerous occurrences or hospital treatment/stay. RIDDOR incidents were much lower than normal during 2021/22 as many services were not operating fully due to Covid restrictions still in place for part of that reporting period. Pre-covid figures are normally comparable to the figures listed under 2022/23.

2021/22 (Inc Schools)	2022/23 (Inc Schools)	
13 - Specified (Major) Injuries	25 - Specified (Major) Injuries	
16 - Over-seven-day Injuries	29 - Over-seven-day injuries	

3. Insurance Claims






A reduction in Insurance Claims for the 5th consecutive year.



Appendix 1 Performance Summary for the

Health, Safety & Wellbeing Assurance Report for Executive Board 7th February 2024

4. Key Performance Indicators

	<p>100% of LCC buildings have a current Asbestos Management Plan in place. 94.2% of annual reviews were completed in 2022/23. 22 small Industrial Units (SIU's) are still to complete. Mainly issues relating to access. 100% of maintained/controlled schools have a current Management Plan in place.</p>
	<p>All LCC occupied buildings have a Fire Risk Assessment in place and 97% of these have been reviewed in the past 2 years. Some work is required to review arrangements in premises leased out by LCC. In Schools, currently there are no Fire Risk Assessments out of date. Mandatory Fire Safety Awareness e-learning training has been introduced for all LCC staff who enter a LCC building, and all training recorded on PAL. New Fire Warden and EIO e-learning training has been introduced can be used for officers new to that role or for refresher Training.</p>
	<p>LCC Water Management Team are fully up to date with Legionella Risk Assessments.</p>
	<p>The in-house Occupational Health Service continues to provide support and guidance to help keep our employees at work or return to the workplace from a period of sickness absence. In 2022/23, the number of standard sickness absence referrals was 2177, very similar to the previous year. Pre-employment and night worker checks have continued throughout the year, along with dedicated time allocated to answer various medical queries.</p>
	<p>2022/23 4385 calls were made to the Employee Assistance Program which was an increase of 43% on 2021/22. From those calls 814 staff were assessed & supported through either face to face, telephone or virtual counselling.</p>