

# ADC Annual Corporate Health and Safety Report

1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

## 1.0 Purpose

1.1 This is the Council's Annual Corporate Health and Safety Report which provides information on the management of corporate health and safety (including fire safety) and health and safety performance within the Authority between April 2022 and March 2023. Although the Council is not required by law to produce an annual health and safety report, it is considered best practice to do so. The report provides updates around the following key areas:

- (2) Health and safety management system summary
- (3) Health and safety performance / achievements
- (4) Accidents and incidents
- (5) Fire safety
- (6) Health and safety training
- (7) New legislation, guidance & best practice
- (8) Consultation
- (9) Health and safety inspections, audits and legal compliance
- (10) Enforcement agency activity
- (11) Housing Services – Building Safety Compliance Indicators
- (12) Conclusion
- (13) Planned activity for next year

## 2.0 Health and Safety Management System Summary

2.1 The Council continues to operate its health and safety management system which fits into the Health and Safety Executive's Health and Safety Management System (HSMS) model, HSG65. This is based on the well-established Plan, Do, Check, Act approach:



The HSE's HSG65 HSMS Model

- 2.2 When applied correctly, this formal management framework system can help to reduce risk, build and maintain a positive health and safety culture throughout the organisation and achieve a balance between systems and behavioural aspects of health and safety management. It also treats health and safety management as an integral part of good organisational management arrangements generally, rather than as a separate, stand-alone system.
- 2.3 The Council's Corporate Health and Safety team are responsible for the provision of effective corporate health and safety and fire safety risk management arrangements and advice for managers across the Council including robust policies, procedures and processes that provide for the health, safety and welfare of employees and all other persons who may be affected by the Council's services and operations. This assists the Council in complying with its statutory corporate health and safety and fire safety obligations.

### **3.0 Health and Safety Performance 2022/23**

- 3.1 The Corporate Health and Safety Policy details how the Council manages health and safety and fulfils its statutory obligations as required by the Health and Safety at Work etc. Act and other relevant health and safety legislation. The Policy is kept up to date with new legislative requirements, guidance and best practice by the Corporate Health and Safety team. The Policy was last reviewed in March 2023 and currently stands at version 5.3 / 2023.
- 3.2 The corporate lone worker management system was re-procured by the Council's Corporate Health and Safety team. This includes the ongoing internal management and maintenance of the accompanying online database. The lone worker management system provides an extra layer of protection and safety for employees who may work alone for significant periods of time and for those employees working in particularly higher risk situations such as out of hours operational standby staff.
- 3.3 A new Corporate Clothing and Personal Protective Equipment (PPE) Policy has been introduced. The policy aims to categorise and standardise corporate clothing and PPE worn by the Council's employees for work purposes in order to maintain a consistent, professional image whilst accounting for employee health, safety and welfare at all times.
- 3.4 The **Fire Safety (England) Regulations 2022** came into force on 23/01/23. The new regulations require all Responsible Persons (as defined by the Regulatory Reform [Fire Safety] Order) to implement recommendations made in the Grenfell Tower Inquiry Phase 1 report through the new legislation. Cabinet is advised that appropriate measures to secure compliance with these regulations have been put in place and will continue to be monitored and managed by the Corporate Health and Safety team. Further details are provided in Section 7 of this report.
- 3.5 Throughout the year, quarterly corporate health and safety reports have been presented to the Strategic Leadership Team to keep the team fully up to date with key health and safety developments during each reporting period. The scope of the report covers the following key areas:
- a) New or amended health and safety policies and procedures
  - b) New or forthcoming health and safety legislation, guidance or best practice
  - c) Health and safety incidents (including incidents involving fire)
  - d) Contact with external Enforcement Agencies

- e) Health and safety audits and inspections
- f) Health and safety training
- g) Consultation and health and safety meetings
- h) Evaluation of compliance

3.6 Good progress has been made with work to establish the reporting requirements and format for the Regulator of Social Housing's health and safety Tenant Satisfaction Measures and key performance indicators as required by the Social Housing (Regulation) Act 2023 (which received Royal Assent on 20 July 2023). This work has been and will continue to be tracked via the Council's Social Housing Regulatory Board which meets on a monthly basis.

3.7 Management/performance indicators in relation to health and safety and fire safety compliance for the Council's residential sheltered accommodation and general needs blocks of flats were again maintained satisfactorily throughout the period. Key areas covered by these arrangements are health, safety and security surveys of all communal areas, asbestos management, fire risk assessments and fire safety systems, passenger lifts and water hygiene (legionella control programme), all of which link strongly into the aforementioned Regulator of Social Housing's Tenant Satisfaction Measures for residential building safety.

#### 4.0 Accidents / Incidents

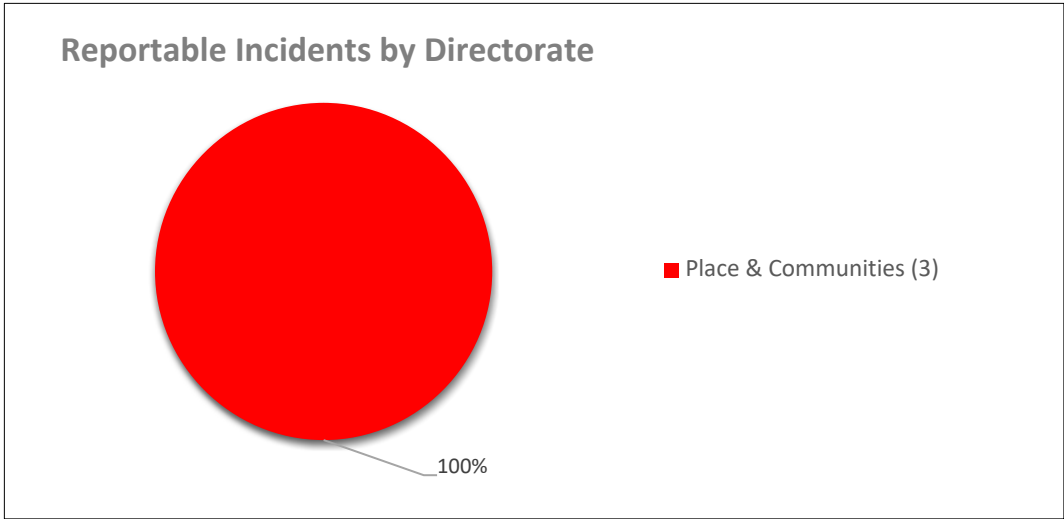
4.1 During 2022/23, there were three incidents categorised as 'reportable' to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These were categorised as a 'dangerous occurrence' and two incidents that resulted in the employees concerned being absent from work for more than seven consecutive days due to their injuries. Further details of these incidents including measures to minimise the risk of recurrence have been reported to the Council's Strategic Leadership Team via the quarterly corporate health and safety report.

4.2 All incidents categorised as 'reportable' to the HSE and statutory enforcement notices served on the Council over the last 5 years can be summarised as follows:

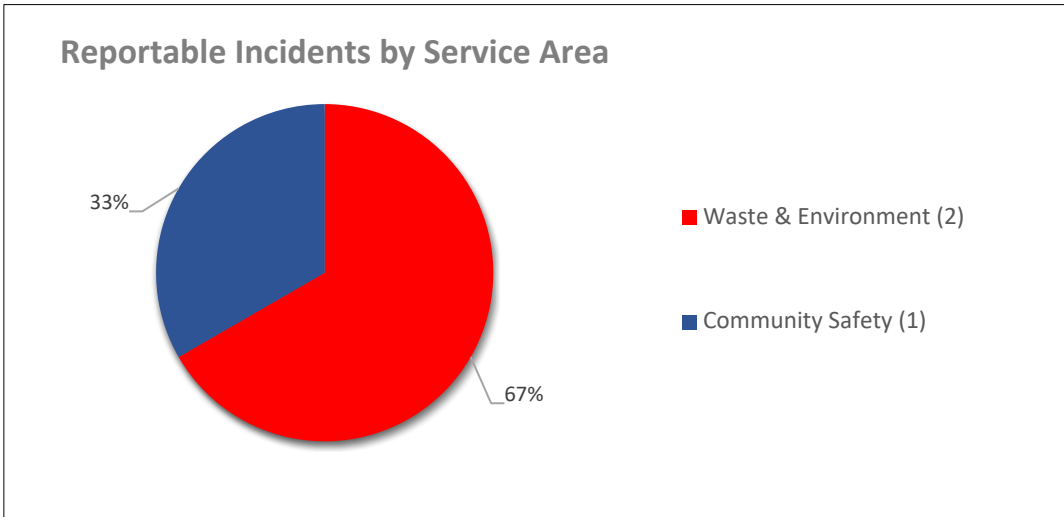
Type	2018/19	2019/20	2020/21	2021/22	2022/23
Number of fatalities	0	0	0	0	0
Specified 'non-fatal injuries'	3	2	0	1	0
Non-fatal injuries to 'non-workers'	0	0	0	0	0
Number of 'over 7 day' absence injuries	1	2	3	3	2
Specified occupational diseases	0	0	0	1	0
Number of dangerous occurrences	2	0	0	0	1
<b>Total number of 'reportable' incidents</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>3</b>
Number of HSE Improvement Notices	0	0	0	0	0
Number of HSE Prohibition Notices	0	0	0	0	0
Number of HSE prosecutions	0	0	0	0	0

4.3 The following incident statistics reflect the Council's Directorate structure as it stood for the majority of 2022/23 (i.e. before the Decision Making Accountability (DMA) restructuring took place). Subsequently, incidents reported to the HSE by Directorate, service area and causation are as follows:

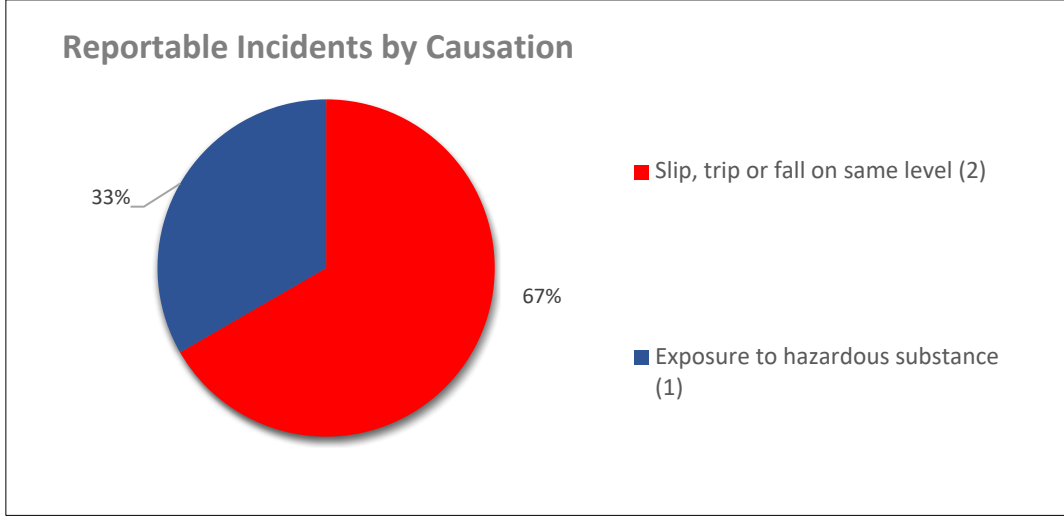
4.3.1



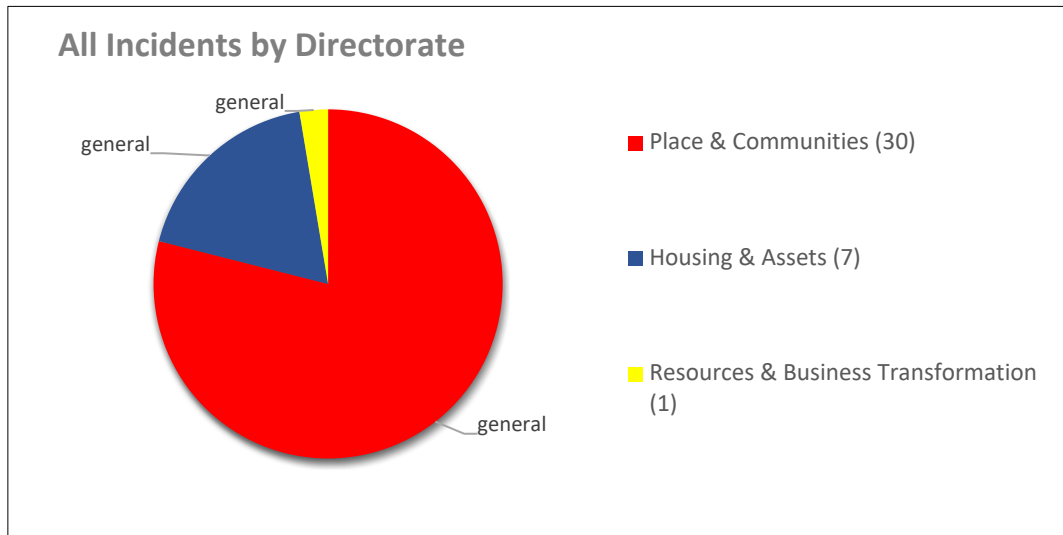
4.3.2



4.3.3



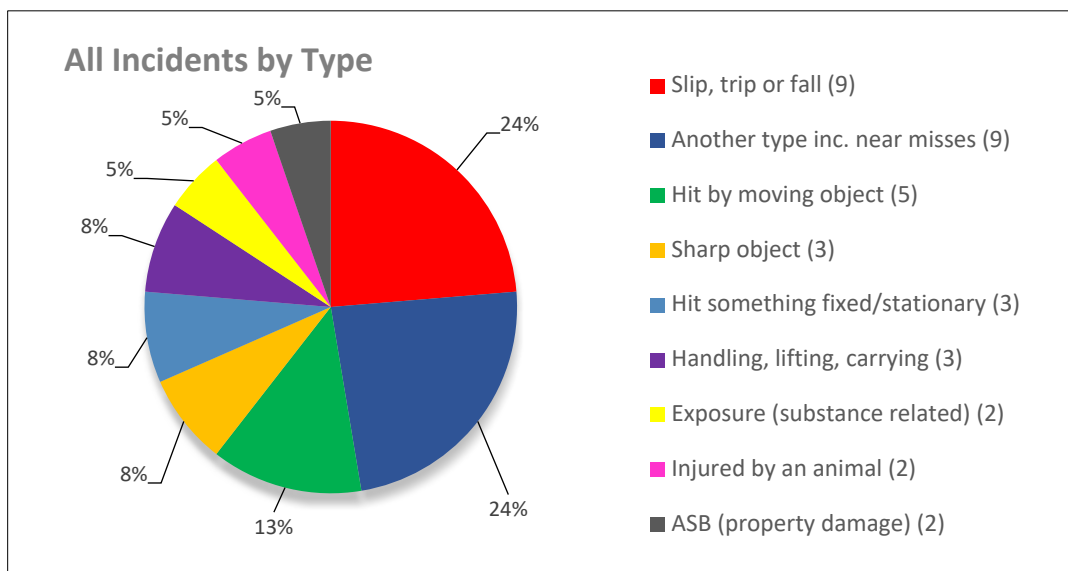
4.4 **All incidents for the reporting period, by Directorate, can be shown as follows:**



4.5 It is pleasing to report that the total number of incidents for the year 2022/23 has fallen on the previous year's total by almost 10% and by 33% when compared to the figure for 2020/21. In addition, the number of incidents categorised as reportable to the HSE has also fallen by 40% compared to last year.

4.6 Positive trends were noted across three of the four Directorates with the number of incidents falling slightly in the Place & Communities and Resources & Business Transformation Directorates, whilst the Legal & Governance Directorate reported zero incidents for the second year running. Housing & Assets incidents saw a slight increase of 16% (equating to one incident) compared to the previous year.

4.7 **All incidents for the reporting period, categorised by type are shown as follows:**



4.8 **Slip, trip and fall** type incidents have increased by 50% on the previous year's figure. Most of these incidents occurred within the Waste & Environment Service and Housing Services with 67% being attributable to lack of due care and attention on behalf of the employees concerned as opposed to unsafe workplace or environmental conditions. Unfortunately, all slip/trip incidents resulted in personal injury, two of which were reportable to the HSE as over-seven-day absence injuries.

- 4.9 No obvious trends were noted in relation to **near miss / other** type incidents, however two of these incidents were caused by members of the public riding/driving on the pavement in order to manoeuvre their vehicles around stationary waste collection vehicles. Both incidents were duly reported to the Police with punitive action taken against one of the perpetrators (individual identified by number plate).
- 4.10 It is pleasing to once again confirm a low number of **manual handling, lifting and carrying** type incidents which fell by 63% during 2021/22 and have remained consistently low last year. As previously reported, a manual handling training course designed specifically for waste collection teams was introduced in 2021/22 and it appears that this training has contributed towards improvements in this area.
- 4.11 Following discussions at the Corporate Health and Safety Committee, a decision was made to start to separate all **verbal, physical and other abuse-type incidents irrespective of severity / consequence** and record these in a dedicated database thus allowing specific trending and analysis of this type of incident and to allow a sharper focus to be placed on other health and safety incidents that could possibly be attributable to operational procedures and/or systems of work.
- 4.12 A breakdown of all verbal, physical and other abuse-type incidents by Directorate and location are shown as follows:

Quarter 1 (April 2022 – March 2023)	Resources & Business Transformation	Legal & Governance	Place & Communities	Housing & Assets	Total
<b>Area:</b>					
Sutton-in-Ashfield	-	-	7	1	<b>8</b>
Kirkby-in-Ashfield	-	-	3	3	<b>6</b>
Hucknall	-	-	2	-	<b>2</b>
Rurals	-	-	-	1	<b>1</b>
ADC Office (Urban Rd)	4	-	-	5	<b>9</b>
Telephone	2	-	-	3	<b>5</b>
<b>Total</b>	<b>6</b>	<b>-</b>	<b>12</b>	<b>13</b>	<b>31</b>

- 4.13 All of the above incidents have been categorised as ‘verbal abuse’ with the exception of one ‘ASB’ (stalking) type incident and one ‘physical abuse’ type incident. Details of these incidents continue to be communicated to Assistant Directors and/or Service Managers to allow appropriate action to be taken and support to be provided to affected employee(s) where required.
- 4.14 As previously acknowledged, this type of incident will always be difficult to prevent, however, perpetrators continue to be dealt with by the Council and in some cases reported to the Police if considered necessary. Individuals can also be placed on the Council’s Corporate Employee Protection Register which is used to alert colleagues in other service areas to specific risks posed by individuals.
- 4.15 Lessons learned from accidents and incidents continue to be used to assist in the review of health and safety risk assessments and safe systems of work to identify measures to minimise the risk of recurrence of each particular incident and to develop solutions to minimise potential future risks. Lessons learned are also used to enhance health and safety information, instruction and training for employees to aid in raising levels of safety awareness amongst the workforce.

## 5.0 Fire Safety

- 5.1 The Regulatory Reform (Fire Safety) Order 2005 (the Order), requires that effective fire precautions be identified, implemented and maintained in order to protect relevant persons from the risk of fire. The Order only applies to non-domestic premises. However, this does include the communal areas of the Council's sheltered schemes and general needs blocks of flats including areas such as lobbies, stairwells, landings, corridors, bin stores and communal kitchens etc.
- 5.2 The following table provides current details of the Council's residential properties with communal areas which are therefore subject to the above statutory fire safety duties. This leads to a total of 143 fire risk assessments (FRAs) / reviews being completed on an annual basis.

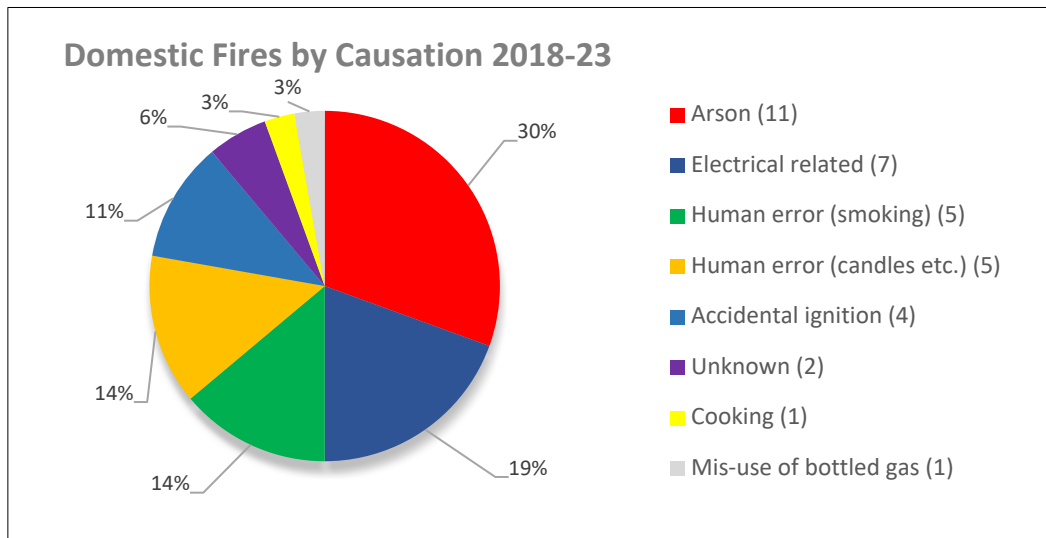
Type of Building	No. of Storeys	Classification	FRA Count
Sheltered Schemes	3	Low rise	3
	2		9
General Needs Blocks of Flats	3		48
	2		83

- 5.3 All FRA reviews undertaken by the Council's Corporate Health and Safety team relating to sheltered accommodation buildings and general needs blocks of flats owned and managed by the Council were completed in line with the FRA review programme thus achieving 100% completion for the reporting period.
- 5.4 Progress has been made with the fire risk assessment programme for commercial/business/sports units owned by the Council which are completed in-house by the Corporate Health and Safety team. Forty seven (a total of 87%) assessments/reviews had been completed by the end of March 2023.
- 5.5 There have been 5 fire incidents reported during 2022/23, all in relation to Council owned/managed domestic properties. The following table provides fire safety statistics for the last 5 years:

Type	2018/19	2019/20	2020/21	2021/22	2022/23
Workplace/commercial fires	0	0	0	0	0
Domestic fire incidents	11	4	6	10	5
Fatalities due to fire	0	0	0	2	1
Alteration Notices issued by NF&RS to ADC	0	0	0	0	0
Enforcement Notices issued by NF&RS to ADC	0	0	0	0	0
Prohibition Notices issued by NF&RS to ADC	0	0	0	0	0

- 5.6 Sadly, during 2022/23, one of the 5 domestic fire incidents resulted in a fatality involving a Council tenant at a property in Sutton-in-Ashfield. A full investigation has taken place involving the Authorities and relevant personnel from the Council. The actual cause of the fire is yet to be confirmed.

5.7 As can be seen in the above table, there have been 36 fires in total reported at domestic properties owned and managed by the Council in the last 5 years, however the number of fires reported during 2022/23 has fallen by 50% on the previous year. The cause of these fires can be categorised as follows:



5.8 A range of mitigating actions are available to, and used by the Council in response to domestic fire incidents or as part of good fire safety management arrangements generally, and these can be summarised as follows:

- The provision of fire safety information to tenants and residents as specified by the new Fire Safety (England) Regulations 2022 for the Council's low-rise general needs blocks of flats and sheltered schemes
- Positive, collaborative working with Nottinghamshire Fire & Rescue Service (NF&RS)
- Undertaking regular fire risk assessments and fire safety / security inspections of communal areas at sheltered schemes and general needs blocks of flats
- Taking appropriate action to reduce the risk of arson e.g. a well-established process is in place for the reporting and removal of fire hazards in communal areas with the application of increased safety and security checks if required
- Fire incidents attributable to arson are reported to the Police (crime numbers allocated) and appropriate action taken against perpetrators
- All domestic fire incidents are investigated by the Council's Corporate Health and Safety Unit
- Lockable wheeled bins are in place at various locations across the District
- Re-modelling of external bin storage facilities to minimise the risk of arson
- Fire safety signage and information posted at relevant locations
- Repairs codes to track the progress of health and safety repairs including repairs to fire doors, bin storage areas, security risk issues etc.
- Distribution of the Council's 'Tenant's Guide to Fire Safety' booklet and publication of this information on the Council's website
- Fire safety information and advice published in Tenant's magazines
- Where appropriate, face-to-face fire safety advice is provided to tenants
- Periodic letter to tenants of general needs blocks of flats to discourage the storage of household and personal items in communal areas (including waste).

5.9 Details of formal contact made to the Council by Nottinghamshire Fire & Rescue Service is provided in Section 10 of this report.



## 6.0 Health and Safety Training

6.1 Classroom style health and safety training has continued throughout the year since its 'Covid-secure' re-introduction back in April 2021. The following courses have been delivered during 2022/23:

- Trades health and safety awareness (and refreshers)
- Work at height
- Respiratory Protective Equipment (RPE) face-fit testing
- Fire safety awareness
- Sharps awareness
- Manual handling including specific manual handling for the Waste & Environment teams
- Health and safety awareness for Neighbourhoods & Environment and Transport Services staff
- Asbestos awareness and non-licensed work with asbestos (these courses are delivered by specialist asbestos consultants).

6.2 Employees were also able to complete the mandatory corporate health and safety training courses on the ELA Learning Together e-learning training platform covering general health and safety awareness/fire safety and personal safety/lone working. Compliance with these courses in terms of completion as of March 2023 was 72% and 70% respectively.

6.3 The Council's Intranet is also used throughout the year to deliver key health and safety messages and updates and also provides colleagues with access to the full suite of corporate health and safety policies, procedures and guidance.

## 7.0 New Legislation, Guidance or Best Practice

7.1 The **Fire Safety Act** came into force on 16<sup>th</sup> May 2022. The Act clarifies the Regulatory Reform (Fire Safety) Order to make it clear that 'Responsible Persons' must consider and include the following building aspects when conducting fire risk assessments at multi-occupied residential premises:

- the building's structure and external walls (including windows, balconies, cladding, insulation and fixings) and any common parts
- all doors between domestic premises and common parts such as flat entrance doors (or any other relevant door)

7.1.1 Cabinet is informed that the Council's FRAs for relevant residential premises do include the above assessment requirements.

7.2 The Building Safety Bill received Royal Assent on 28<sup>th</sup> April 2022 and has completed all Parliamentary stages to become the **Building Safety Act**. The Act introduces a new building safety regime to be overseen and regulated by the HSE to ensure building safety is maintained throughout the design, construction and occupation of *high-rise* residential buildings (i.e. buildings over 18 metres or six storeys in height), thus creating enhanced accountability and responsibility for ensuring residents remain safe in their homes. However, as has been confirmed in previous reports, the Council does not own any residential premises that meet this height criteria.

- 7.3 As noted in Section 3 of this report, the **Fire Safety (England) Regulations 2022** came into force on 23<sup>rd</sup> January 2023 which require all 'Responsible Persons' to implement certain recommendations made in the Grenfell Tower Inquiry Phase 1 report which are now mandated through the legislation.
- 7.3.1 Statutory duties under the regulations are categorised according to building height and those imposed on the Council cover the provision of appropriate fire safety information and instructions to residents in general needs blocks of flats and sheltered schemes owned and managed by the Council (noting that all relevant buildings are confirmed as low-rise and under 11m in height).
- 7.3.2 The information must be provided directly to new residents as soon as reasonably practicable after they have moved into their accommodation and then reissued to all existing residents at periods not exceeding 12 months thereafter.
- 7.4 The **Social Housing (Regulation) Bill** became law in July 2023. Since April 2022, specific performance indicators covering the 'Big 6' property health and safety risks (i.e. gas, electric, fire, asbestos, water and passenger lift safety) have been defined, recorded and reported to the Council's Strategic Leadership Team and Housing Regulation Management Team to monitor compliance with the Regulator of Social Housing's health and safety Tenant Satisfaction Measures as originally set out in the Social Housing White Paper. The end-of-year figures for 2022/23 are provided at Section 11 of this report.
- 7.4.1 The Bill also requires registered providers to nominate a health and safety lead to monitor compliance with housing health and safety requirements. Subsequently, the Council's Assistant Director – Corporate Health and Safety has been formally appointed as the Responsible Officer for health and safety compliance in relation to the Council's provision of social housing and monitoring of the 'Big 6' property risks.

## **8.0 Consultation**

- 8.1 The Council continues to run a Corporate Health and Safety Committee which is constituted under the relevant sections of the Health and Safety at Work etc. Act and in accordance with the Safety Representatives and Safety Committee Regulations to review and consult, in good time, with employees on matters of health, safety and welfare at work. Formal Terms of Reference support the Committee and these were last reviewed and refreshed in August 2021.
- 8.2 In line with the Terms of Reference, the Committee met twice in the reporting period in June and December 2022.
- 8.3 Other arrangements used for effective health and safety consultation with employees within the Council include the quarterly Trade Union Health and Safety Consultation meeting. This group met four times during the reporting period.

## **9.0 Health and Safety Inspections, Audits and Legal Compliance**

- 9.1 Through the Corporate Health and Safety team, the Council runs a schedule of planned health and safety inspections of its workplaces and residential communal areas (with a fire safety and security focus). The outturn for completion of these inspections against the planned schedule was 100% for the year.

- 9.2 Health and safety legal compliance is evaluated using a Health and Safety Legal Register Database and through reference to internal health and safety inspection, audit and incident developments. There were no significant issues to report from the inspection/audit programme during the reporting period i.e. items considered to be causing serious and imminent danger or items suggesting a breach of legal compliance requiring management intervention.
- 9.3 An internal audit of the Council's asbestos and legionella management arrangements was completed during the reporting period. The scope of the audit covered both domestic and non-domestic assets and although a number of recommendations were identified, these were in relation to administrative functions and as such, no breach of legal compliance was noted. All of the 'Big 6' property health and safety risks are audited on a rolling programme which forms part of the Council's ongoing assurance measures in this area.

## **10.0 Enforcement Agency Activity**

- 10.1 Formal contact was made with the **Health and Safety Executive** due to the statutory reporting requirements for the RIDDOR category incidents referred to in section 4.1 of this report.
- 10.2 The Council received a number of fire safety queries from **Nottinghamshire Fire & Rescue Service (NF&RS)** following a false fire alarm activation at one of the Council's sheltered accommodation buildings in July 2022. A response was duly prepared and sent to NF&RS who were satisfied with the information provided by the Council.
- 10.3 In July, NF&RS also carried out a fire safety audit at a general needs block of flats in Hucknall following reports of combustible items stored/dumped in the communal area. The audit did not identify any significant fire safety issues.
- 10.4 In November, NF&RS carried out a fire safety audit at Titchfield Court following a kitchen fire within a ground floor flat. The audit identified a number of recommendations which were formally notified to the Council in writing on 14<sup>th</sup> November 2022. Subsequently, work took place to either remedy each particular issue or provide rationale as to why it was considered that certain recommendations did not require further action as the issues raised did not present a significant fire safety risk. The Corporate Health and Safety team continued to liaise with the Fire Authority until all issues were brought to a satisfactory conclusion.
- 10.5 As at 31<sup>st</sup> March 2023, there were no outstanding enforcement agency issues/actions.

## **11.0 Housing Services – Building Safety Compliance Indicators**

- 11.1 The Social Housing (Regulation) Act provides the Regulator of Social Housing with powers to introduce the new Tenant Satisfaction Measures (of which there are 22 measures). Cabinet will be aware that these have been defined and introduced through the Charter for Social Housing Residents: The Social Housing White Paper.
- 11.2 One of the five themes for the 22 Tenant Satisfaction Measures is 'Maintaining Building Safety' and as such, the Council needs to ensure transparency on the aforementioned 'Big 6' key health and safety compliance areas, namely domestic safety checks for gas, fire, asbestos, water hygiene, passenger lift safety and

electricity (BS01 to BS05 respectively with electrical safety check requirements currently under government review).

11.3 In addition, Cabinet as the overarching body responsible for overseeing housing performance, health and safety and regulatory compliance within its landlord function also has to assure itself that it is informed about the landlord's quality of service in these areas and seek such information as required to achieve this.

11.4 Since 1<sup>st</sup> April 2022, the Key Performance Indicators displayed below have been developed, recorded and reported to the Council's Strategic Leadership Team and Housing Regulatory Management Team as part of the preparatory work to ensure compliance the Housing Regulator's Tenant Satisfaction Measures around building safety. The data shown is for the reporting period April 2022 to March 2023.

11.5 Fire, Asbestos, Legionella and Passenger Lift Indicators

Compliance Indicators for the Housing Service 2022-2023 (Corporate Health and Safety Unit) as at 31/03/2023										
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
COMMUNAL FIRE RISK ASSESSMENTS	REGULATORY	Q1	100%	39	100%	39	0	0	0	
		Q2	100%	33	100%	33	0	0	0	
		Q3	100%	41	100%	41	0	0	0	
		Q4	100%	30	100%	30	0	0	0	
COMMUNAL ASBESTOS INSPECTIONS	REGULATORY	Q1	100%	42	100%	42	0	0	0	
		Q2	100%	45	100%	45	0	0	0	
		Q3	100%	64	100%	64	0	0	0	
		Q4	100%	63	100%	63	0	0	0	
COMMUNAL WATER CHECKS AND RISK ASSESSMENTS	REGULATORY	Q1	100%	106	100%	106	0	0	0	
		Q2	87%	75	68%	51	0	24	0	Contractor failed to complete any visits in August (NCR raised for investigation with contractor)
		Q3	92%	124	100%	124	0	0	0	
		Q4	94%	74	100%	74	0	0	0	
LIFT SAFETY (MONTHLY SERVICES)	REGULATORY	Q1	100%	36	100%	36	0	0	0	
		Q2	89%	36	78%	28	8	0	8	x 8 in Sept due to apparent technical issue with their IT scheduling system
		Q3	100%	36	100%	36	0	0	0	8 inspections caught up from September
		Q4	100%	36	100%	36	0	0	0	
LIFT SAFETY (LOLER INSPECTIONS)	STATUTORY	Q1	100%	10	60%	6	3	1	4	HSB did not attend on due dates x 4
		Q2	92%	2	50%	1	0	1	1	HSB reported no access to Desmond Ct
		Q3	92%	12	83%	10	0	2	2	Brook St Ct lift pit flooded - cannot inspect
		Q4	100%	0	100%	2	0	0	0	24 / 24 inspections completed by 31/03/23

## 11.6 Gas, Electric and Solid Fuel Indicators

Compliance Indicators for the Housing Service 2022-2023											
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
GAS SERVICING	REGULATORY	Q1	99.95%	1969	99.90%	1967	1	1	2	100% Complete	
		Q2	99.98%	1717	100%	1717	0	0	0	1 x PREVIOUS F/Y COMPLETED	
		Q3	99.98%	1536	100%	1533	1	2	3	100% Complete	
		Q4	99.98%	881	99.89%	880	1	0	1	1 x LEGAL	
CURRENT NUMBER OF GAS SERVICES THAT ARE NON-COMPLIANT TOTAL									1	1 x LEGAL	
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
SOLID FUEL SERVICING	REGULATORY	Q1	100%	0	100%	0	0	0	0		
		Q2	100%	8	100%	8	0	0	0		
		Q3	100%	0	100%	0	0	0	0		
		Q4	100%	0	100%	0	0	0	0		
CURRENT NUMBER OF SOLID-FUEL SERVICES THAT ARE NON-COMPLIANT TOTAL									0		
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
ELECTRICAL TESTING - DOMESTIC	REGULATORY	Q1	99.98%	395	92.95%	369	4	22	26	26 x COMPLETE	
		Q2	99.95%	398	90.96%	365	7	26	33	1 x LEGAL; 32 x COMPLETE	
		Q3	99.95%	394	98.19%	387	0	7	7	2 x LEGAL, 5 x COMP	
		Q4	99.98%	390	100%	390	0	0	0		
CURRENT NUMBER OF ELECTRICAL SERVICES THAT ARE NON-COMPLIANT TOTAL									1	1 x LEGAL	
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
ELECTRICAL TESTING - COMMUNAL	POLICY	N/A	100%	96	100%	96	0	0	0	Predominantly access issues are not problematic, however where we have communal switching gear located within Leasholder properties we do face access difficulties.	
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	SERVICING COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
GAS SERVICING - COMMUNAL	POLICY	Q1									
		Q2	100%	13	100%	100	0	0	0	CHECKS COMPLETED IN SEPTEMBER	
		Q3									
		Q4	100%	15	100%	100	0	0	0	CHECKS COMPLETED IN MARCH	

## 12.0 Conclusion

- 12.1 It is pleasing to report positive incident trends such as the reduced total number of incidents reported for the second year running, the reduction in the type of incidents that required reporting to the HSE as well as the reduction in the number of domestic fires reported. Incident numbers have remained consistently low in other incident categories also. In addition, it was yet another year where there were no enforcement notices served on the Council by any enforcement authority and the Council has continued to enjoy a positive, healthy working relationship with the Fire Authority.
- 12.2 It was also a productive year in terms of the work undertaken to prepare for, and ensure compliance with new, emerging legislation. There has obviously been a particular focus around new statutory fire safety requirements and health and safety compliance monitoring introduced through the Social Housing (Regulation) Act 2023. Work will continue in these areas as further legislative developments take place in the coming months.

## 13.0 Planned Activity for 2023/24

13.1 The planned corporate health and safety activities and key tasks and targets for the Corporate Health and Safety team for the year 2023/24 to further drive improvements in health and safety performance and the Council's health and safety management system can be summarised as follows:

- Ensure that all key performance indicators where responsibility is assigned to the Corporate Health and Safety team are achieved and maintained to the required standard, particularly those applied to **health and safety compliance for residential premises**
- Continue with planned health and safety **inspections and audits** of Council workplaces and service areas or deliver these on an ad hoc basis to meet specific service needs
- Manage and maintain **accident / incident** data and recording systems and continue to report statistical information to the Council's Strategic Leadership Team on a quarterly basis
- Continue to monitor and respond to regulatory developments brought about by changes to fire safety legislation and the **Social Housing (Regulation) Act** for all aspects of health and safety compliance for residential premises (particularly fire safety, asbestos management, legionella control and passenger lift safety)
- Complete the full **Fire Risk Assessment Review** programme for ADC Workplaces, residential premises and commercial/industrial/sports unit premises
- Deliver all **health and safety training** courses as scheduled for the year, embedding internal health and safety awareness training for waste, environmental and transport teams based at the Northern Depot
- Produce a Corporate **Legionella Control/Management Procedure** for the clarification and formal recording of the water hygiene measures in place across residential and non-residential ADC premises
- Commence planning for **tenant engagement with health and safety** and inclusion of this in the Tenant Engagement Strategy - effective engagement with ADC tenants/residents to ensure that people feel safe in the homes/buildings they live in
- Develop a **Corporate Health and Safety Service 'internal questionnaire'** to measure customer satisfaction with the service the team delivers and identify any areas for improvement.

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