

ADC Annual Corporate Health and Safety Report 2023/24

1st April 2023 – 31st March 2024

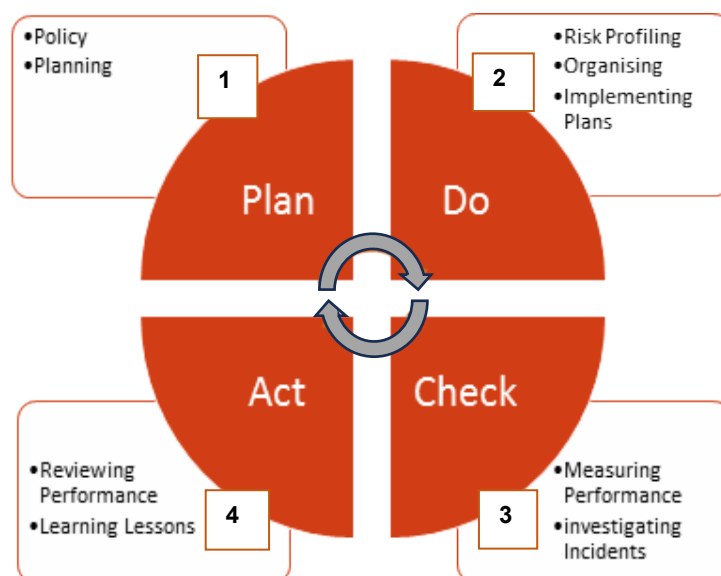
1.0 Purpose

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 2023 and March 2024. 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 2023/24

- 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 continues to be kept up to date with new legislative requirements, guidance and best practice by the Corporate Health and Safety team. The Policy currently stands at version 5.3 / 2023.
- 3.2 A new corporate Legionella Policy & Guidance document has been produced and this was published on 25th March 2024. Although the Council has an existing legionella management policy in place which sits within the Corporate Health and Safety Policy, this new dedicated policy and guidance document provides a more detailed compliance framework, setting out how the Council will manage and carry out water hygiene and legionella control processes to hot and cold water systems that serve premises where the Council has a legal responsibility to do so.
- 3.3 Previous measures put in place to secure compliance with the Fire Safety (England) Regulations 2022 have been enhanced to ensure the Council is compliant with its additional duties under Section 156 of the Building Safety Act 2022 which came into force on 1st October 2023. This centres around the provision of information to the Council's tenants about relevant fire safety measures and contact details of any person appointed to assist with producing or reviewing the fire risk assessment for the particular premises. Cabinet is assured that appropriate measures to maintain compliance with these requirements will continue to be managed by the Corporate Health and Safety team.
- 3.4 All internal health and safety training delivered via the Corporate health and safety team has been completed in line with the planned programme of training for 2023/24. Further details are provided in Section 6 of this report.
- 3.5 A new Fire Safety training course has been developed specifically for those employees with designated operational fire safety response duties (Named Responsible Officers) for when the fire alarm system activates at the Council's Urban Road Offices. The course content includes general fire safety precautions, the principles of fire, cause and prevention, building protection systems, evacuation plans, responsibilities and operational response measures.

3.6 Throughout the year, periodic corporate health and safety reports have been presented to the Strategic and Corporate Leadership Teams (six-monthly and quarterly respectively) to keep senior management fully up to date with key health and safety developments during each reporting period. Reporting scope 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

3.7 Good progress has been maintained with work to fully 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 20th July 2023). This work will continue to be monitored through the Council’s Housing Regulation Group which meets on a monthly basis.

3.8 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 assessment reviews, fire safety systems management, passenger lift safety 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 2023/24, there were two incidents categorised as ‘reportable’ to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Both incidents 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 and Corporate Leadership Teams via periodic corporate health and safety reporting.

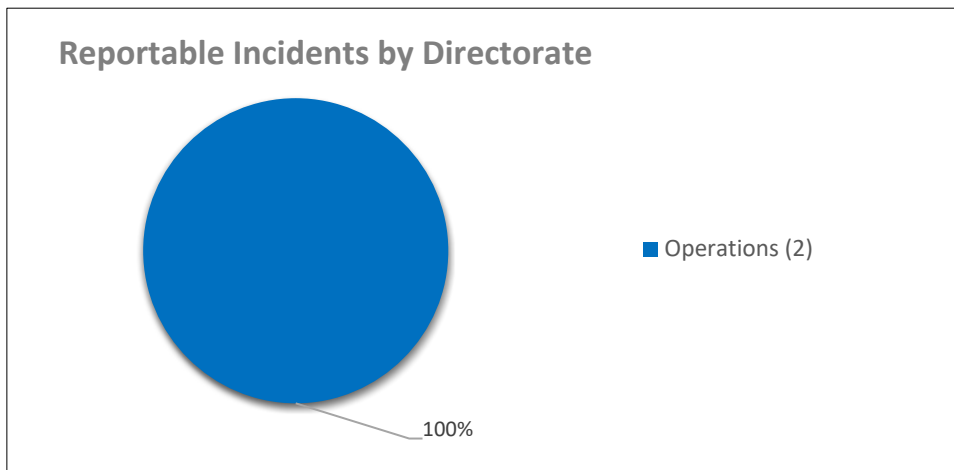
4.2 All incidents categorised as ‘reportable’ to the HSE and statutory enforcement notices served on the Council over the last 5 years can be summarised as follows:

Type	2019/20	2020/21	2021/22	2022/23	2023/24
Number of fatalities	0	0	0	0	0
Specified ‘non-fatal injuries’	2	0	1	0	0
Non-fatal injuries to ‘non-workers’	0	0	0	0	0
Number of ‘over 7 day’ absence injuries	2	3	3	2	2
Specified occupational diseases	0	0	1	0	0
Number of dangerous occurrences	0	0	0	1	0

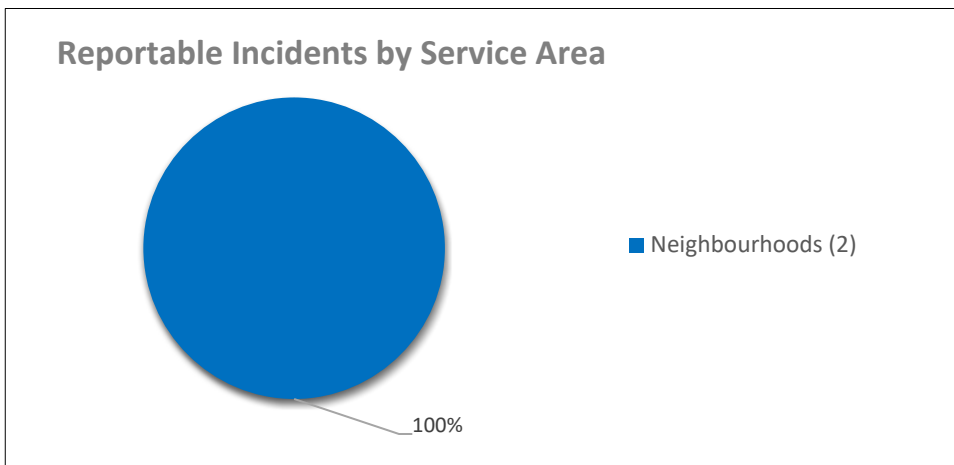
Type	2019/20	2020/21	2021/22	2022/23	2023/24
Total number of 'reportable' incidents	4	3	5	3	2
Number of HSE Improvement Notices	0	0	0	0	0
Number of HSE Prohibition Notices	0	0	0	0	0
Number of HSE prosecutions	0	0	0	0	0

4.3 Incidents **reported to the HSE** by Directorate, service area and causation are as follows:

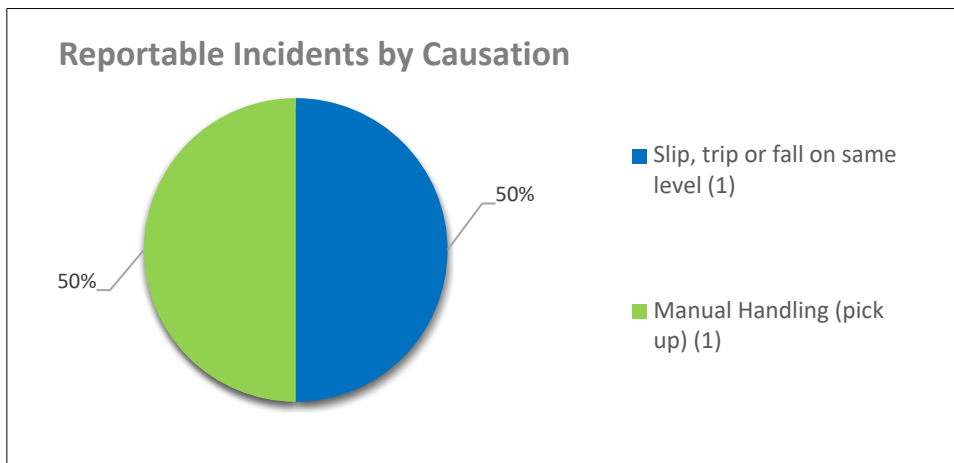
4.3.1



4.3.2

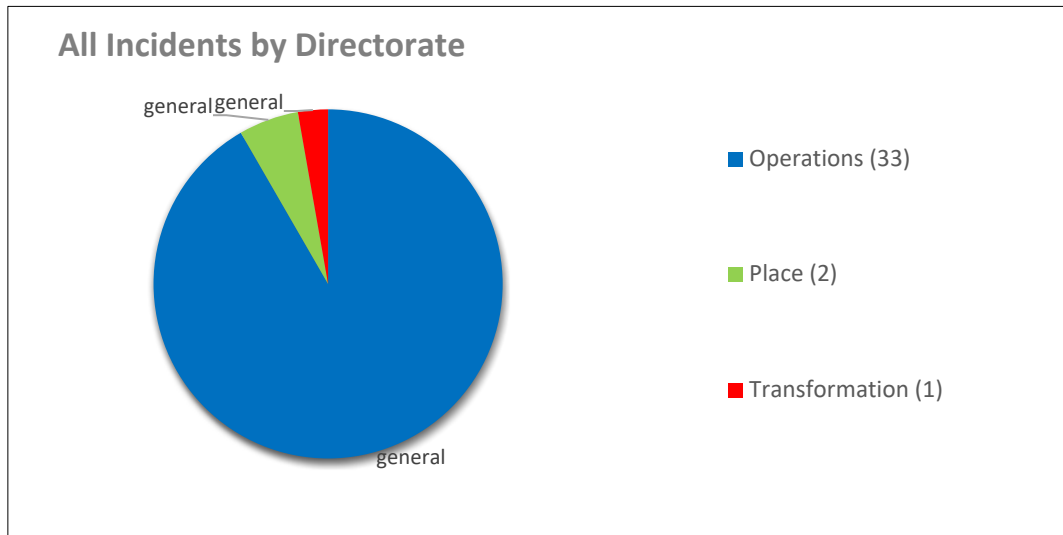


4.3.3



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

4.4.1

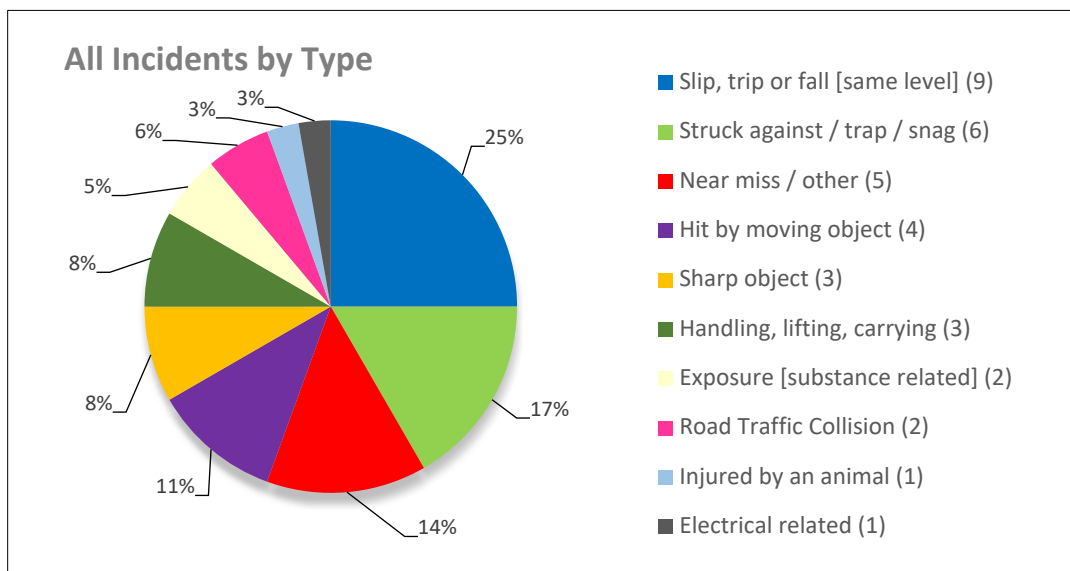


4.5 The total number of incidents has continued to fall for the third consecutive year with the number of incidents for the reporting period falling on the previous year's total by 5% and by 14% when compared to the figure for 2021/22.

4.6 In addition, the number of incidents categorised as reportable to the HSE has fallen for the second year running and is at an all-time low when looking back over the last 6 years.

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

4.7.1



4.8 **Slip, trip and fall (same level)** incidents have remained consistent compared to the previous year's figure. Over half of these incidents were attributable to lack of due care and attention on behalf of the employees concerned with the remaining 45% being caused by environmental aspects such as wet, icy or uneven ground conditions underfoot. All slip/trip incidents resulted in personal injury, one of which was reportable to the HSE as over-seven-day absence injury.

4.9 All '**struck against / trap / snag**' type incidents were linked to the use of work equipment in some way although there were no particular trends identified in the

type of equipment being used. The majority of this type of incident (83%) occurred in the Neighbourhoods – Waste & Environment service.

- 4.10 **‘Near miss / other’ and ‘Hit by moving object’** type incidents both saw reductions by 44% and 20% respectively compared to the previous year’s totals and it is pleasing to once again report a low number of **manual handling, lifting and carrying** type incidents (3) for the year. Manual handling injuries amongst the workforce have remained consistently low over recent years, an indication that the enhanced manual handling training is having a positive effect in this particular area.
- 4.11 Cabinet will be aware from previous reports that following discussions at the Corporate Health and Safety Committee, a decision was made 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:

Period: April 2023 – March 2024	Transformation	Governance	Place	Operations	Total
Area:					
Sutton-in-Ashfield	-	-	5	3	8
Kirkby-in-Ashfield	-	-	-	1	1
Hucknall	-	1	1	1	3
Rurals	-	-	-	2	2
ADC Office (Urban Rd)	1	-	2	-	3
Telephone	-	-	1	2	3
Total	1	1	9	9	20

- 4.13 There has been a 35% drop in the total number of verbal abuse type incidents compared to the previous year. All of the above incidents have been categorised as ‘verbal abuse’/‘aggression’ or threats made by the perpetrator(s) towards employees. 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 pro-actively alert colleagues in other service areas to specific risks posed by individuals.
- 4.15 In addition, a new Conflict Handling & Resolution Training course has been procured and delivered to frontline staff with the desired objective to equip staff with the skills, techniques and knowledge to help them manage challenging/aggressive customers and de-escalate such situations to a safe resolution. Further details are provided in Section 6 of this report.

4.16 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 Council's 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.

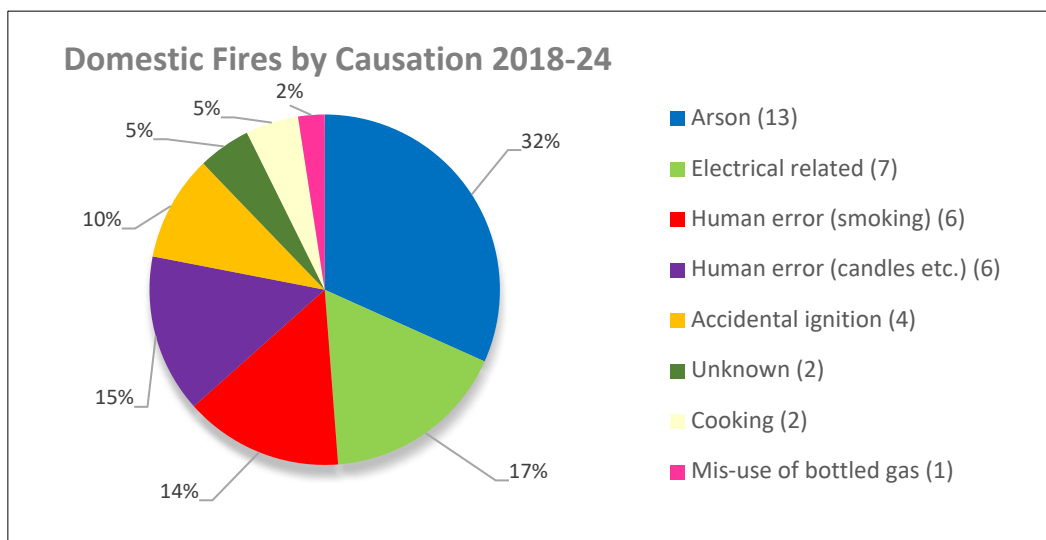
5.4 In terms of the FRA programme for commercial/business/sports units owned by the Council, despite experiencing a small number of (tenant) access issues with these premises, a total of 90% of the assessments/reviews were completed by the end of March 2024. These assessments are also completed by the Council's Corporate Health and Safety team.

5.5 There have been 5 fire incidents reported during 2023/24, all in relation to Council owned/managed domestic properties. The following table provides fire safety statistics for the last 6 years:

Type	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Workplace/commercial fires	0	0	0	0	0	0
Domestic fire incidents	11	4	6	10	5	5
Fatalities due to fire	0	0	0	2	1	1
Alteration Notices issued by NF&RS to ADC	0	0	0	0	0	0
Enforcement Notices issued by NF&RS to ADC	0	0	0	0	0	0
Prohibition Notices issued by NF&RS to ADC	0	0	0	0	0	0

5.6 Sadly, during 2023/24, one of the 5 domestic fire incidents resulted in a fatality involving a Council tenant at a sheltered scheme premises in Sutton-in-Ashfield. It should be noted that the fire was limited to the dwelling in which it originated. A full investigation has taken place involving the Authorities and relevant personnel from the Council however, the actual cause of the fire is yet to be confirmed by the Fire Authority.

5.7 As can be seen in the above table, there have been 41 fires in total reported at domestic properties owned and managed by the Council in the last 6 years with the number of fires reported during 2023/24 remaining consistent with 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 and Section 156 of the Building Safety Act 2022 for the Council's low-rise general needs blocks of flats and sheltered scheme premises
- 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 team
- Lockable wheeled bins are in place at various locations across the District
- Potential for 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' information and publication of the same 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 throughout the year is provided in Section 10 of this report.

6.0 Health and Safety Training

6.1 Classroom style face-to-face health and safety training has continued throughout the year with the following courses being delivered during 2023/24:

- Trades health and safety awareness (and refreshers)
- Fire safety awareness
- Asbestos awareness and non-licensed work with asbestos (these courses are delivered via e-learning or by specialist asbestos consultants).
- Work at height
- Manual handling training including specific manual handling for the Neighbourhoods teams
- Health and safety awareness for the Neighbourhoods teams
- Sharps awareness
- Health and safety for cleaners and building caretakers
- Respiratory Protective Equipment (RPE) face-fit testing

6.2 Further to discussions at the Corporate Health and Safety Committee around verbal abuse incidents, HR and the Corporate Health and Safety team worked together to identify suitable training for front-line/customer-facing staff who may find themselves in such difficult situations with the desired objective being to minimise the risk of harm to the employee(s) concerned by equipping them with the techniques, skills and knowledge to help manage challenging/aggressive customers and de-escalate such situations to a safe resolution.

6.3 After a period of research, a suitable 'Conflict Handling & Resolution' training course was identified and this has been delivered to approximately 180 frontline staff via a series of sessions held between October and December 2023. Positive feedback was received from those who attended the course with employees reporting an increase in confidence levels for when dealing with 'difficult' customers. Further training has been scheduled in for 2024.

6.4 Employees continued 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 2024 was 81% and 68% respectively.

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

7.0 New Legislation, Guidance or Best Practice

- 7.1 The Social Housing (Regulation) Act received Royal Assent on 20th July 2023 introducing specific health and safety compliance obligations for Registered Providers of social housing as well as delivering other proposals as set out in The Charter for Social Housing Residents - Social Housing White Paper.
- 7.2 The health and safety compliance duties have been termed 'the Big 6' property health and safety risks which form the Regulator of Social Housing's Building Safety Tenant Satisfaction Measures (TSMs) for gas, electric, fire, asbestos, water hygiene and passenger lift safety. Since April 2022, specific performance indicators covering these aspects of domestic building safety have been defined, recorded and reported to Cabinet, the Strategic Leadership Team and Housing Regulation Management Team as part of a framework of compliance monitoring against the TSMs. Further details are provided in Section 11 of this report.
- 7.3 The Act also requires Registered Providers to nominate a health and safety lead to monitor and report on compliance against the above statutory housing health and safety requirements. Subsequently, the Council's Assistant Director – Corporate Health and Safety has been formally appointed into this role.

8.0 Consultation

- 8.1 The Council continues to operate a Corporate Health and Safety Committee, 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 are due to be reviewed during 2024/25.
- 8.2 In line with the Terms of Reference, the Committee met twice in the reporting period in June and December 2023.
- 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 communal areas of its residential premises (with a focus on communal fire safety and security measures). 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 A 'health and safety risk control' survey was carried out during October by the Council's insurers to examine the Council's health and safety management

processes and applicable risk control measures. The outcome of the survey was very positive with comments received from the auditor as follows:

'We are pleased to advise you that the risk surveyed satisfactorily and we have no risk improvement requirements or recommendations to make at this time'.

10.0 Enforcement Agency Activity

- 10.1 Formal contact was made with the **Health and Safety Executive** on two occasions in the period due to the statutory reporting requirements for the RIDDOR category incidents as highlighted in section 4.1 of this report.
- 10.2 **Nottinghamshire Fire & Rescue Service (NF&RS)** carried out a series of fire safety audits at the Council's residential premises throughout the year covering a total of 22 general needs flat blocks and 6 sheltered accommodation premises. No fire safety deficiencies, issues or recommendations were noted during the audits and positive comments were received from the Fire Authority in terms of the Council's fire safety management arrangements.
- 10.3 As at 31st March 2024, there were no outstanding enforcement agency issues or actions.

11.0 Housing Services – Building Safety Compliance Indicators

- 11.1 Following the introduction of the Social Housing (Regulation) Act and Tenant Satisfaction Measures (more specifically the Building Safety Measures), Cabinet will be aware that the Council must ensure transparency around the 'Big 6' key health and safety compliance areas, namely domestic safety checks for gas, fire, asbestos, water hygiene, passenger lifts and electricity (BS01 to BS05 respectively with electrical safety check requirements remaining under government review at the time of writing).
- 11.2 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.
- 11.3 Since April 2022, the Key Performance Indicators displayed below have been developed, recorded and reported to relevant stakeholders to evidence compliance with the Housing Regulator's Tenant Satisfaction Measures around building safety. The data shown is for the reporting period April 2023 to March 2024.

Continued....

11.4 Fire, Asbestos, Legionella and Passenger Lift Indicators

Compliance Indicators for the Housing Service 2023-2024 (Corporate Health and Safety Unit) as at 31/03/2024										
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
COMMUNAL FIRE RISK ASSESSMENTS	STATUTORY BS02	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 BS03	Q1	100%	41	100%	41	0	0	0	
		Q2	100%	52	100%	52	0	0	0	
		Q3	100%	64	100%	64	0	0	0	
		Q4	100%	62	100%	62	0	0	0	
COMMUNAL WATER CHECKS AND RISK ASSESSMENTS	REGULATORY BS04	Q1	96%	102	96%	98	0	4	4	No access to Aspley Ct roof void - 4 checks missed
		Q2	98%	74	100%	74	0	0	0	
		Q3	98%	122	100%	122	0	0	0	
		Q4	99%	74	100%	74	0	0	0	
LIFT SAFETY (LOLER INSPECTIONS)	STATUTORY BS05	Q1	100%	10	100%	10	0	0	0	
		Q2	100%	2	100%	2	0	0	0	
		Q3	95%	10	90%	9	0	1	1	Pending Darlison Block B Supplementary Test
		Q4	92%	2	50%	1	0	1	1	Brook St Court Lift delayed due to flooded pit shaft (twice)

11.5 Gas, Electric and Solid Fuel Indicators

Compliance Indicators for the Housing Service 2023-2024											
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
GAS SERVICING	REGULATORY	Q1	100.00%	1992	100%	1992	0	0	0		
		Q2	100.00%	1977	100.00%	1977	0	0	0		
		Q3	100.00%	1717	100%	1717	0	0	0		
		Q4	100.00%	985	100%	985	0	0	0		
CURRENT NUMBER OF GAS SERVICES THAT ARE NON-COMPLIANT TOTAL									0		
SOLID FUEL SERVICING	REGULATORY	Q1	100%	0	100%	0	0	0	0		
		Q2	100%	3	100%	3	0	0	0		
		Q3	100%	2	100%	2	0	0	0		
		Q4	100%	0	100%	0	0	0	0		
CURRENT NUMBER OF SOLID-FUEL SERVICES THAT ARE NON-COMPLIANT TOTAL									0		
ELECTRICAL TESTING DOMESTIC	REGULATORY	Q1	100.00%	399	100%	399	0	0	0		
		Q2	100.00%	0	100%	0	0	0	0	to be allocated	
		Q3	100.00%	0	100%	0	0	0	0	to be allocated	
		Q4	100.00%	0	100%	0	0	0	0	to be allocated	
CURRENT NUMBER OF ELECTRICAL SERVICES THAT ARE NON-COMPLIANT TOTAL									0		
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.	
GAS SERVICING - COMMUNAL	POLICY	Q1									
		Q2	100%	12	100%	100	0	0	0	CHECKS COMPLETED IN SEPTEMBER	
		Q3									
		Q4	100%	12	100%	100	0	0	0	CHECKS TO BE COMPLETED IN MARCH	

12.0 Conclusion

- 12.1 It is again pleasing to report positive incident trends such as the reduction in the total number of incidents reported for the *third* year running, the reduction in the number of incidents that required reporting to the Health and Safety Executive as well as incident numbers remaining consistently low in other incident category areas such as manual handling, working at height, use of hazardous substances and *workplace* fire safety related incidents.
- 12.2 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 Nottinghamshire Fire & Rescue Service.
- 12.3 It was also another productive, positive year in terms of the work undertaken to ensure compliance with new and recently introduced legislation such as the Fire Safety (England) Regulations, the Building Safety Act and in particular the Social Housing (Regulation) Act. Work will continue in these areas to ensure compliance is maintained and as any further legislative developments take place over the coming months.

13.0 Planned Activity for 2024/25

- 13.1 The planned corporate health and safety activities and key tasks and targets for the Corporate Health and Safety team for the year 2024/25 to further drive improvements in corporate health and safety performance and the Council's health and safety management system can be summarised as follows:
- 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
 - Complete the full **Fire Risk Assessment Review** programme for ADC workplaces, residential premises and commercial/industrial/sports unit premises
 - Manage and maintain **accident / incident** data and recording systems and continue to report statistical information to the Council's Corporate and Strategic Leadership Teams in line with agreed frequencies for Corporate Health and Safety reporting
 - Commence delivery of the new '**operational**' **fire safety training course** (for the Urban Road Site)
 - Deliver all **health and safety training** courses as scheduled for the year embedding any newly establishes in-house courses
 - Carry out / assist in the review of all **Service Unit health and safety risk assessments**
 - Ensure that all key performance indicators where responsibility is assigned to the Corporate Health and Safety team are maintained to the required standard, particularly those applicable to **health and safety compliance for residential premises**
 - Review and update the Council's **Domestic Property Fire Procedure**
 - Develop a database for recording and tracking all aspects of **statutory inspections of passenger lifts** i.e. examinations as required by the Lifting Operations and Lifting Equipment Regulations [LOLER] (this will create Consumer Standard / Tenant Satisfaction Measure BS05 back-up data)

- **Undertake noise assessments** within relevant service areas to ensure statutory compliance with the Control of Noise at Work Regulations
- Continue with planning work around **tenant engagement on health and safety** and inclusion of this in the Tenant Engagement Strategy
- Develop a **Corporate Health and Safety Service ‘internal questionnaire’** to measure customer satisfaction with the service and identify any areas for improvement
- Undertake full review and update of the suite of **ADC Watercourse Risk Assessments**

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