

ADC Interim Corporate Health and Safety Report

1st April 2024 – 30th September 2024

1.0 Purpose

1.1 This is the Council's Interim Corporate Health and Safety Report which provides a high-level summary of the management of corporate health and safety (including fire safety) and health and safety performance within the Authority for the six-month period April to September 2024. Although the Council is not required by law to produce an interim (or indeed annual) corporate health and safety report, it is considered good practice to do so. The report provides a brief update summary for the following key areas:

- (2) New health and safety legislation, guidance or best practice
- (3) New or amended corporate health and safety policies and/or procedures
- (4) Accidents and incidents
- (5) Fire safety
- (6) Evaluation of compliance
- (7) External enforcement agency activity
- (8) Housing Services - Building Safety Compliance Indicators

2.0 New Health and Safety Legislation, Guidance or Best Practice

2.1 There has been no new (or forthcoming) health and safety legislation or guidance introduced or identified in the reporting period.

3.0 New or Amended Corporate Health and Safety Policies and Procedures

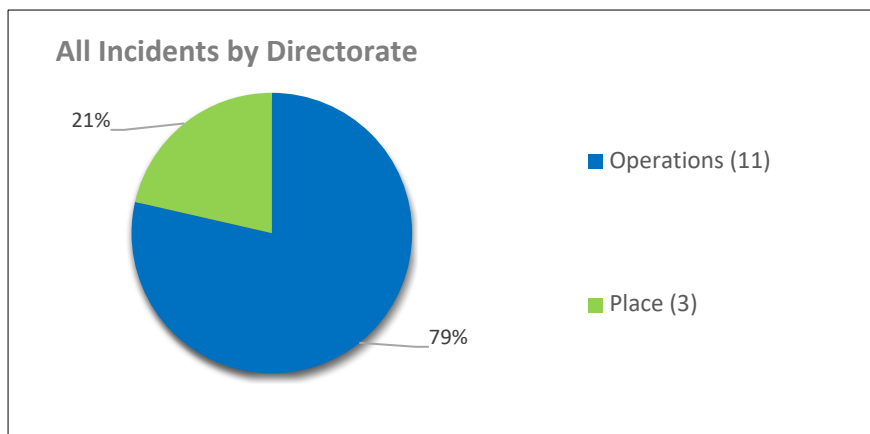
3.1 There have been no new or amended corporate health and safety policies or procedures introduced in the reporting period.

3.2 All of the Council's corporate health and safety policies and procedures remain in-date and compliant with the defined document review schedule.

4.0 Accidents / Incidents

4.1 There have been two incidents categorised as 'reportable' to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in the reporting period. These were in relation to a manual handling injury resulting in the injured person being absent from work for more than seven consecutive days and a slip/trip incident resulting in a 'specified injury' (hairline fracture to the hand).

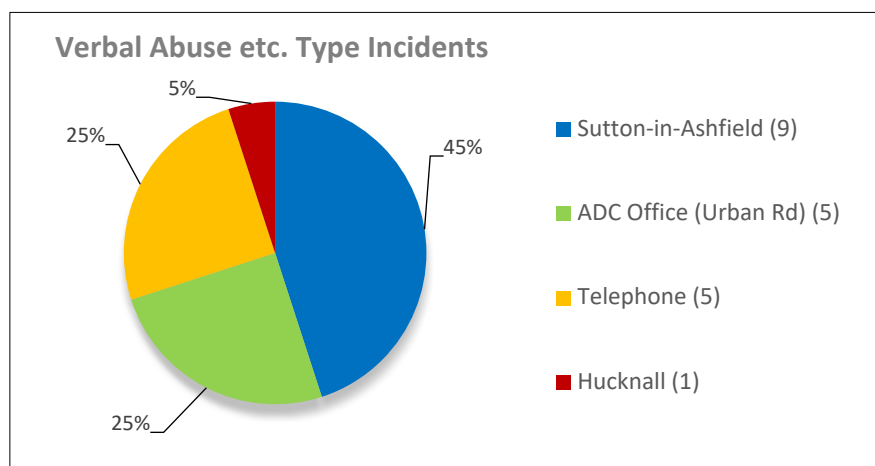
4.2 All health and safety incidents for the reporting period, categorised by Directorate can be shown as follows:



4.3 Although there has been a very slight increase in the number of incidents reported between April and September 2024 compared to the same period last year (1 incident = 8% increase), there has been a 39% decrease when compared to the previous six-month reporting period. This is largely attributable to a 50% decrease in the number of incidents reported via the Operations Directorate.

4.4 All of the above incidents resulted in personal injuries to employees, however, no obvious trends were identified either by injury type or incident causation although it is noted that the majority of incidents occurred in the Operations Directorate. This may be considered somewhat understandable due to the type of work and services provided by both Neighbourhoods and Housing Operations Services which are clearly recognised as being higher risk in nature.

4.5 A breakdown of all **ASB, physical, verbal and other abuse-type** incidents by location for the reporting period is provided as follows:



4.6 There has been a 54% increase in the number of verbal abuse type incidents when compared to the same period last year. The majority of incidents were reported via the Place Directorate with an approximate 50/50 split between reports from the Community Safety and Strategic Housing & Lettings teams.

4.7 All of the above incidents have been categorised as verbal abuse/aggression or threats made by the perpetrator(s). The levels of stress / anxiety / trauma reported by affected employees were 'no issues' (2), 'minimal' (3), mild (1), 'uncomfortable' (2), 'moderate' (1) distracting' (3) and 'distressing' (8). All incidents continue to be

copied to Assistant Directors and Line Managers to allow appropriate action to be taken and support to be provided to employee(s) where required.

4.8 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 other colleagues to specific risks posed by individuals.

4.9 Conflict Handling & Resolution training was delivered to frontline staff in 2023 with further training planned for 2025.

5.0 Fire Safety

5.1 All fire risk assessment (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 and amounting to a total of 72 x FRAs in the reporting period.

5.2 There have been 2 fire incidents reported to and investigated by the Council's Corporate Health and Safety team in the period in relation to Council owned/managed properties. Both were fires at domestic properties caused by discarded smoking material and an unconfirmed unattended lit candle. Both fires caused moderate property damage including fire damaged uPVC windows, soffit/fascia and rainwater goods.

6.0 Evaluation of Compliance

6.1 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 & imminent danger or items suggesting a breach of legal compliance requiring management intervention.

7.0 External Enforcement Agency Activity

7.1 As part of the **Health and Safety Executive's (HSE)** local government visiting programme, the HSE's Chemicals Regulation Division visited the Council on 23rd July 2024 to assess the Authority's compliance with Plant Protection Product (PPP) legislation.

7.2 Although the outcome of the assessment was largely positive, the following issues were raised by the HSE as further action required:

- Periodic inspections of boom ATV sprayers are required (initially after 5 years and then 6 yearly thereafter)
- Plant stem injection treatment training/qualifications could not be evidenced
- PPP treatment records required updating with additional information
- Safety signage is required for the external face of the PPP store door

7.3 An internal PPP Improvement Plan had been drafted following the HSE's notification of the visit and this was subsequently updated with the assessment findings and action points.

7.4 As at 31st January 2025, all actions within the PPP Improvement Plan have been completed and the HSE have since confirmed they are comfortable with the Council's response and that no further HSE intervention is required.

8.0 Regulator of Social Housing – Building Safety Compliance Indicators

8.1 Cabinet will be aware that as the overarching body responsible for overseeing housing performance, health and safety and regulatory compliance within its landlord function, it has to assure itself that it is informed about the landlord's quality of service and level of compliance in these areas and seek such information as is necessary to achieve this.

8.2 Since 1st April 2022, the Key Performance Indicators displayed below have been developed, recorded and reported to relevant stakeholders to evidence compliance with the Regulator of Social Housing's Tenant Satisfaction Measures under the defined 'Maintaining Building Safety' theme. The data shown is for the reporting period April to September 2024.

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8.3 Fire, Asbestos, Water (Legionella) and Passenger Lift Indicators

Compliance Indicators for the Housing Service 2024-2025 (Corporate Health and Safety Unit) as at 17/10/2024										
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 - OCT	100%	15	0%	0	0	0	0	
		Q3 - NOV	100%	15	0%	0	0	0	0	
		Q3 - DEC	100%	11	0%	0	0	0	0	
		Q3	100%	41	0%	0	0	0	0	
		Q4	100%	30	100%	30	0	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 - OCT	100%	27	0%	0	0	0	0	
		Q3 - NOV	100%	24	0%	0	0	0	0	
		Q3 - DEC	100%	13	0%	0	0	0	0	
		Q3	100%	64	0%	0	0	0	0	
		Q4	100%	65	100%	65	0	0	0	0
COMMUNAL WATER CHECKS AND RISK ASSESSMENTS	REGULATORY BS04	Q1	100%	80	100%	80	0	0	0	
		Q2	100%	118	100%	118	0	0	0	
		Q3 - OCT	100%	26	0%	0	0	0	0	
		Q3 - NOV	100%	26	0%	0	0	0	0	
		Q3 - DEC	100%	28	0%	0	0	0	0	
		Q3	100%	80	0%	0	0	0	0	
		Q4	99%	74	100%	74	0	0	0	0
DWELLING LEGIONELLA RISK ASSESSMENTS	REGULATORY BS04	Q1	94%	4	94%	0	0	0	412	6265 / 6677 properties covered by LRA
		Q2	94%	0	94%	0	0	0	409	6257 / 6666 properties covered by LRA
		Q3 - OCT	94%	0	94%	0	0	0	409	
		Q3 - NOV	94%	0	94%	0	0	0	409	
		Q3 - DEC	94%	0	94%	0	0	0	409	
		Q3	94%	0	94%	0	0	0	409	
		Q4	94%	0	94%	0	0	0	409	
LIFT SAFETY (LOLER INSPECTIONS)	STATUTORY BS05	Q1	100%	11	100%	11	0	0	0	
		Q2	100%	1	100%	1	0	0	0	
		Q3 - OCT	100%	3	100%	0	0	0	0	
		Q3 - NOV	100%	4	100%	0	0	0	0	
		Q3 - DEC	100%	4	100%	0	0	0	0	
		Q3	100%	10	0%	0	0	0	0	
		Q4	92%	2	50%	1	0	1	0	0

Continued....

8.4 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	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		
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%	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		
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	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		
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 Leaseholder properties we do face access difficulties.	
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY	
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	

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