

HEALTH AND SAFETY ANNUAL REPORT

April 2024 to end March 2025

1.0 INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the twelve-month period 1 April 2024 to 31 March 2025. As with previous reports it is split into a number of sections highlighting the key issues. It also sets out new policies which have been implemented as part of the control measures within the corporate health and safety framework.
- 1.2 Furthermore, the update provides an indication of the effectiveness and success of the health and safety control measures the Council has in place with evidence showing training delivered, progress towards meeting health and safety aims and objectives and the number of accidents recorded.

2.0 RISK PROFILE

- 2.1 The risk profile for the Council remains high, with 2 high risk depots; Streetwise and Eastcroft and 2 medium risk sites namely Rushcliffe Country Park and Rushcliffe Oaks.

3.0 PROVISION OF HEALTH AND SAFETY ADVICE AND SUPPORT

- 3.1 We recruited a permanent Health and Safety Advisor working 18.5 hours a week from April 2024 to ensure better resilience, availability and understanding of our internal teams and processes.

4.0 HEALTH AND SAFETY EXECUTIVE (HSE) VISIT

- 4.1 The Health and Safety Executive (HSE) who are the enforcement body for health and safety at Rushcliffe Borough Council carried out a targeted visit in response to a notification for an employee diagnosed with vibration white finger (although it is believed that exposure to vibration was with a previous employer). Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Rushcliffe Borough Council is required by law to notify HSE about certain occupational diseases.
- 4.2 The HSE Inspector visited on 30 January 2025 to discuss compliance with Hand Arm Vibration controls and health surveillance, this included a full audit of the control measures including policies, procedures, risk assessments, equipment and monitoring and training of staff using vibrating equipment.
- 4.3 There were no material breaches found by the HSE during the visit on 30 January 2025 with regards to Hand Arm Vibration. Some recommendations were made which have already been addressed, this included reviewing our Hand Arm Vibration policy and giving consideration to purchasing monitoring equipment for staff to use to determine personal Hand Arm Vibration exposure or whether it was more beneficial to invest in less vibrating equipment. Streetwise opted for purchasing electric blowers and strimmer's rather than petrol operated equipment which has significantly reduced vibration.
- 4.4 HSE are required to carry out a full inspection on site when they have completed a visit in relation to a RIDDOR report. The HSE inspector returned to the

Streetwise Bingham Depot site on 12th February 2025. No material breaches were noted, only a few verbal recommendations made, which have been addressed.

5.0 KEY ACTIVITIES

Policy Review

- 5.1 Some policies that were due for a review in 2024/25 have not been updated due to other priorities in workload. This is low risk as it's only best practice to review every 3 years and there has been no change in legislation to impact the policies. Any outstanding policies have been placed onto the review programme for 2025/26.

The following policies are due for a review and update in 2025/26 as they will be over 3 years since their last review:

- Asbestos Policy
- Bomb threat policy
- COSHH Policy
- Display Screen Equipment Policy
- Emotional Wellbeing and Stress Management Policy
- Fire Policy
- Legionella Policy
- Lone Working Policy
- Manual Handling Policy
- Noise at Work Policy

New policies that are required include:

- The Terrorism (Protection of Premises) Act 2025 also known as Martyn's Law -To improve security at venues holding events of 200 people or more and review how they respond to terrorist threats
- Body worn camera, CCTV and recording devices policy.

Health & Safety Audits/Visits

- 5.2 Health and safety visits have been undertaken by the new Health and Safety Advisor at Rushcliffe Country Park, Streetwise and R2Go Eastcroft Depot. The purpose of which was a risk assessment and training audit, vehicle and pedestrian activity observations and to assess other general health and safety issues.

Training

- 5.3 Health and safety training needs are identified in a number of ways including Personal Development Reviews (PDRs), regular one to ones, team meetings and through the Executive Management Team. The Health and Safety Advisor also ensures that training is consistent with our duties and legal responsibilities.
- 5.4 All new starters undergo a thorough induction which details areas to be covered on day 1 of employment, week one and end of week two. This covers a number of health and safety areas such as fire evacuation, first aiders and accident reporting. This is then followed up with more detailed e-learning modules where appropriate.

- 5.5 The following health and safety training was organised through Human Resources in the last 12 months.

Course Subject	Number of Staff who's training is in date	% of those requiring training who have been trained	Outcome/impact
Fire safety Training e-learning	225	97%	Refresher training for staff on fire safety issues. There are 231 employees who have access to the e-learning.
Display Screen Equipment e-learning	196	85%	On-line training and assessment of computer workstations. 231 employees have been given access to the e-learning.
Legionella awareness e-learning	42	95%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 44 staff require this training.
Asbestos awareness e-learning	50	96%	This training is for all staff who need to be aware of the risks of Asbestos within the workplace 52 staff require this training.
Manual handling e-learning	190	82%	Basic manual handling awareness for low-risk staff. 231 employees have been given access to the e-learning package.
Emergency First Aid at Work	39		This 1-day qualification is designed to give first aiders working in low-risk environments the skills they need to deal with a first aid emergency.
Risk assessment	12		This half day course provides information on the risk assessment process and how to undertake them.
Personal Safety Training	20		A 1 day course helping staff deal with verbal and physical aggression in the workplace.
IOSH Managing Safely course	13 attended. 11 passed.		A 3 day accredited course to upskill Managers with regards to health and safety

- 5.6 The above training is supported by significant on the job training within all Service Areas. Training at the Depots is delivered in a number of ways including tool box talks which are brief practical sessions for employees on site. Other types of training also include for example robust induction training specific to the job role, tasks and equipment used, and driver training. The aim of the training is to ensure that the job is carried out in the correct safe manner to reduce accidents.

- 5.7 Induction training in high risk areas has been reviewed and a more stringent induction implemented at Eastcroft Depot.
- 5.8 A recent upgrade to the e-learning system now enables automatic reminders to be sent to employees when training is due and also copies in their manager when training is overdue, this is called “certifications”. In previous years completion rates for some courses was low, however these rates have increased significantly with the aim of ensuring all courses have a minimum of 90% completion rates.

Meetings of Health and Safety Groups

- 5.9 The Council has in place a number of health and safety groups to ensure that health and safety is discussed at relevant levels within the organisation.

Meeting	Frequency of meetings	attendees
Corporate Health and Safety Group	6 monthly	Executive Management Team
Employee Health and Safety Group	6 monthly	Director Neighbourhoods, Health and Safety Advisor, 8 workplace representatives
Legionella, Asbestos and Tree Management Group	6 monthly	Director Neighbourhoods Relevant managers Health and Safety Advisor

- 5.10 Health and Safety is also an area of discussion in staff one to one's and performance development reviews.
- 5.11 In the last year the meetings detailed above have enabled consideration to be given to several issues including training, occupational health, accident statistics, legislation and policy update and service area feedback. It has also enabled sharing of learning from the HSE visits.

Occupational Health

- 5.12 The Council are supported by an external Occupational Health provider who are utilised to provide a host of occupational health packages. Within the last twelve months the services that they have provided specifically relating to health and safety issues have included:

	Attendance numbers Apr 2024 to end March 2025	Comment
Pre-employment medicals	40	All new employees are assessed through a pre-employment questionnaire prior to commencing their role with the Council
Medical examinations	6	To support with sickness absence or managing medical condition in the workplace
Audiology tests	39	Hearing assessments for staff using tools that emit high level of noise
Hand Arm Vibration	2	Employees using vibrating tools complete a HAVS questionnaire on an annual basis. Where

assessments (HAVS)		any symptoms are identified the employee will undergo a physical assessment
HGV Medicals	1	These are required as a part of first HGV qualification and renewed at the age of 45 and every 5 years after this

5.13 Flu injections - Staff were provided with an option to receive a free flu voucher

Workplace Health

5.14 Workplace Health Champions have been involved in a number of promotional activities for staff across the sites including:

- No Smoking Day
- Alcohol awareness week-Staff Matters Article
- Second Hand September - clothes swapping
- Christmas Bake off
- National Puzzle Day including an RBC 50 year celebration themed crossword-mindfulness
- Alzheimer's month

6.0 PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

6.1 At its meeting on 3 September 2024 the Corporate Overview Group supported the following health and safety goals. These were previously set by the Council's Executive Health and Safety Group and are monitored and reviewed by them. Progress is set out below.

H&S Goal	Target date	Action to date	Target met?
Review and update the policies that are over 3 years old	End March 2025	Some policies remain outstanding and have been rolled on to 2024/25	partial
Safety campaign targeted at R2Go around slips/trips and manual handling	End March 2025	Slips/Trips toolbox talk completed January 25 Manual Handling toolbox talk completed February 25	Yes
Health and Safety compliance audits across the Authority	End March 2025	Health and safety visits made to Eastcroft, Streetwise, Rushcliffe Country Park Customer Services sites; West Bridgford Library, East Leake, Bingham	Yes
Continue to support health and safety compliance at Streetwise	End March 2025	Significant time spent at the Bingham Depot site carrying out audits and supporting with HSE visits	Yes

Risk assessment audit	End Dec 2025	Audit in all high risk departments – R2Go, Streetwise, Facilities, Rushcliffe Country Park and Customer Services Hubs.	Yes
Training audit to be undertaken alongside the risk assessment audit to identify any training gaps	End March 2025	Audit across all departments in RBC focussing on high-risk areas first eg Streetwise, Eastcroft, Rushcliffe Oaks. Further audits to be completed	Partial
Continue to deliver appropriate workplace health initiatives in line with employee's needs	End March 2025	See initiatives listed in 5.14	Yes

7. PERFORMANCE

7.1 *Accident report forms completed*

Corporately the number of accident report forms completed by employees and agency staff within the twelve month period is set out in the following table:

Accident report forms completed

Establishment figure head count	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25
	285	275	266	257	259	257	259-312	316	315
Eastcroft Depot	18	15	10	10	14	14	13	18	14
Bingham Depot	N/A	N/A	N/A	N/A	N/A	N/A	9	16	10
Arena (Civic)	2	3	2	2	0	0	2	3	2
Community Contact Centre	1	0	0	0	0	0	0	0	0
Community Facilities	1	1	5	0	2	4	2	0	1
Total	22	19	17	12	16	18	26	37	27
Incidence rate	77	69	64	47	62	70	91	117	85

7.2 The table above shows that the number of accidents to employees/agency staff has decreased slightly, which may be reflective of having a permanent Health and Safety Advisor in post and the upskilling of Managers in health and safety.

- 7.3 The Incidence Rate shows the number of accidents per 1000 employees. This is calculated by the number of accident forms completed, divided by number of employees, multiplied by 1000. The HSE use this formula to compare businesses accident rates, however they only look at number of reportable accidents under RIDDOR and not accident forms completed.

7.4 *Accident reports by type*

The table below sets out the accident figures by type.

Accident Report Forms by type

	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25
Struck by Moving Object	4	5	3	2	4	5	6	7	6
Strike against fixed object	6	2	1	4	0	2	1	3	2
Slip / Trip / Fall	5	9	5	4	5	8	9	14	8
Manual Handling	7	3	3	2	6	3	6	8	6
Animal attack (e.g. dog)	0	0	5	0	1	0	3	5	1
Other (Shock/Contact with liquids)	0	0	0	0	0	0	1	2	4
Total	22	19	17	12	16	18	26	39	27

- 7.5 Key points to consider from the figures presented in this table are:

- Slip/trip/fall accidents have decreased significantly this year
- Manual handling accidents have reduced this year
- The 'other' category of accidents have increased, most of these were minor accidents.
- Animal attacks have decreased significantly – this category includes wasp/bee stings and dog bites

7.6 *The number of employee days lost due to accidents*

	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25
Number of days lost	77	161	99	39	15	26	19	161	134

7.7 The number of days off as a result of an accident at work has decreased in this twelve month period when comparing to last year. The number of days absent has fluctuated significantly over the past few years. The average annual figure over the last nine years equates to 81.2 days. You will see from the table in 7.8 below that there were 8 accidents resulting in time off from work, with three accidents accounting for much of the absence.

7.8 The following table shows the incident and injury type for those accidents which resulted in time lost.

Incident Type	Injury type	Location	Time lost in days
Hit by moving object	Whiplash	Streetwise	18 days
Strike against fixed object	Fracture thumb	Streetwise	14 days
Slip trip fall	Bruise leg	R2Go	2 days
Slip, trip, fall	Swollen ankle	R2Go	1 day
Slip, trip, fall	Bruising shoulder/hip/knee	R2Go	87 days
Other	Strain wrist	R2Go	4 days
Slip, trip, fall	Muscle strain back	Streetwise	3 days
Slip, trip, fall	Shoulder strain	R2Go	5 days
Total			134 days

7.9 *The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees*

In the 12 month period 3 accidents were reported to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation. This has reduced from the previous year.

In the 12 month period 1 notification was made for a disease linked with a work activity namely hand arm vibration.

7.10 *The number of health and safety enforcement notices*

- 2 visits by the Health and Safety Executive (HSE) to Streetwise Bingham Depot in relation to the same investigation.
- 0 visits from the Fire Service within this 12-month period
- 0 enforcement notices served on the Council.

8. THE COUNCIL'S WIDER ROLE IN HEALTH AND SAFETY

- 8.1 The Council has health and safety duties to persons not in its employment, for example members of public visiting our sites. The risk assessment process and management of the Council's services ensures that risks to the public and contractors are assessed at the same time as the risk to our employees.
- 8.2 Actions we've taken as a Council to reduce risks to members of public when visiting our premises and also to those involved in activities with Council staff include:
- Water risk assessments have been completed at sites across the Borough
 - Fire risk assessments completed and in place for all Council occupied buildings
 - Legionella risk assessments have been reviewed and updated for all appropriate sites
 - Asbestos surveys completed and management plans in place
 - The gritting of car parks during periods of inclement weather to ensure safe access to the public
 - Scheduled inspections of play equipment at parks using a new system PSS Live which enables real time recording of inspections and defects ensuring a faster response time
 - Tree monitoring and risk assessments
- 8.3 The proactive actions outlined above help to reduce and manage risk at Council sites and venues. Furthermore, they assist in maintaining low accident statistics for the public and contractors in comparison with the volume and numbers of people involved. The table below set out these figures and provides a previous year comparison.

	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25
Member of Public	2	7	16	1	4	4	11	14
Contractor	0	0	0	0	0	0	0	1

9. CONCLUSION AND OBJECTIVES

- 9.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents to employees/agency staff has decreased. There has also been a slight reduction in the number of days absent from work as a result of an accident whilst at work when compared to the previous year. Within this 12-month period, 8 accidents resulted in time off from work. As always, employees are encouraged to return to work and this can be helped by the use of the fit note process by the GP which allows employees to return to work earlier on phased return and/or with adaptations to duties.
- 9.2 Significant progress has been made this year on completing the health and safety objectives set at the beginning of the financial year, in particular the work involved in improving on e-learning completion rates and completing health and safety compliance audits across the Council.

9.3 To ensure continuing development in health and safety policies and practice, and, the following objectives have been determined for the forthcoming year. These objectives have been identified by giving due regard to the issues highlighted in the report.

- Prioritise the review and update of policies that are over 3 years old
- Continue to improve induction programme for high-risk work areas
- Health and safety compliance audits of low-risk areas across the authority
- Risk assessment and training audit continuation
- Continue to deliver appropriate workplace health initiatives in line with employee's needs
- Review duty to manage Asbestos to ensure all RBC occupied buildings are compliant
- Review of lone worker procedures and controls