

HEALTH AND SAFETY ANNUAL REPORT

April 2025 to end March 2026

1.0 INTRODUCTION

- 1.1 **Purpose of this report** - This annual report summarises the Council's occupational health and safety performance for the twelve-month period from 1 April 2025 to 31 March 2026.
- 1.2 **What this report covers** - The report is structured into sections that highlight key issues and describe the controls in place within the corporate health and safety framework, including newly implemented policies. It also provides evidence of performance and progress, including:
- training delivered;
 - progress against health and safety aims and objectives; and
 - accidents recorded during the reporting period.

2.0 RISK PROFILE

- 2.1 The Council's risk profile remains high. This is due to the following operational sites.
- High-risk depots: Streetwise: Eastcroft.
 - Medium-risk sites: Rushcliffe Country Park; Rushcliffe Oaks.

3.0 PROVISION OF HEALTH AND SAFETY ADVICE AND SUPPORT

- 3.1 The Executive Management Team (EMT) approved an extension to the permanent Health and Safety Advisor role, increasing the hours from 18.5 to 26 per week to improve resilience, availability, and support for internal teams and processes. A new Health and Safety Advisor was subsequently appointed on the 1st of September 2025.
- 3.2 Given the high-risk nature of work activities at Streetwise, the establishment was reviewed and in July 2025 additional health and safety coordination and implementation responsibilities were included in a Technical Support Officer role. It is intended that this role will further complement the day-to-day health and safety responsibilities for all streetwise staff.

4.0 HEALTH AND SAFETY EXECUTIVE (HSE) FOLLOW UP

- 4.1 **Background** – As detailed in the 2024/25 annual report, the Health and Safety Executive (HSE) visited Streetwise after an employee declared a diagnosis of vibration white finger. The condition was believed to have arisen during previous employment before the individual joined Rushcliffe Borough Council. The initial HSE visit took place in January 2025. Recommendations were made and actioned. A full site inspection followed in February 2025 and resulted in one further verbal recommendation.
- 4.2 **HSE correspondence** – On 27 August 2025, around seven months after the visit concluded, the HSE issued a follow-up letter. The delay was due to a staff absence within the HSE. The letter confirmed the details of their investigation and measures they believed were necessary to secure compliance with

relevant health and safety legislation. As in all such cases the Council was required to provide a formal response, including evidence that appropriate control measures had been implemented.

- 4.3 **Council response and outcome** – Following internal support and consultation, Streetwise submitted the required response and supporting evidence via a formal letter and follow-up call. The HSE accepted the response and confirmed that the matter was now closed.

5.0 KEY ACTIVITIES

BDO Internal Health and Safety Audit

- 5.1 Internal Audit BDO conducted a health and safety audit in February 2026. The audit outcome was favourable, with **one medium** and **five low-level** observations identified. The audit primarily focused on medium- to higher-risk service areas, including waste and recycling and trees and open spaces.

Medium

- Documentation to evidence the investigating of accidents and implementation of lessons learnt are not attached to the ESB system. This has been rectified.

Notable and highlighted areas of good practice, included:

- **Policies and procedures** - *The Health and Safety Advisor meets in-person with high-risk service areas and works collaboratively with service managers to develop policies and risk assessments. This allows both the service manager's and Health and Safety Advisor's specific expertise to be utilised to ensure policies and risk assessments are robust and consider a wide range of health and safety risks. All policies are available on the intranet for employees to access at any time to ensure they are aware and may comply with procedures.*
- **Training** - *Corporate e-learning modules for health and safety have high training compliance (above 90% for each course). This is supported by a regular review of training compliance by the Strategic HR Manager who emails those who are non-compliant to request this is completed timely. Automatic email notifications are also sent to an employee's line manager if their training compliance becomes overdue.*

The Streetwise Manager (whose service area is a high health and safety risk) has created a health and safety information video to inform staff of responsibilities, including accident and near miss reporting and an appeal for ideas for improvement. This was produced following learnings from previous accidents. This has been tailored to the Streetwise Team and highlights specific health and safety risks for these staff. This also presents the learning in a different, more interactive way.

- **Accident and incident reporting** - *Accident reporting is available on the intranet, tablets for manual staff or by directly reporting these to line managers. This takes the user to the Enterprise (ESB) system which is used to record accidents and near misses. This system has been upgraded by the ICT Development Officer to enhance the reporting module as the Council have become more familiar with its operational capability; for example, allowing more free text to provide narrative about the incident. All actions and/or approvals by line managers for the investigation and management*

of health and safety incidents is recorded on this system to provide a robust audit trail. This is essential to demonstrate the actions that the Council have taken to remediate the issue in the event of an inspection.

Policies

5.2 **Policy review progress** - Policy review activity progressed during the year, with the backlog of overdue reviews reduced.

- **Completed:** Several policies that were due for review in the previous year have now been updated.
- **Scheduled:** The remaining policies are lower risk and as there have been no relevant legislative changes, are included in the 2026/27 review programme.

Policies reviewed in 2025/26

- Health and Safety Policy Statement
- Accident Reporting Policy
- Asbestos Policy
- Bomb Threat Policy
- Control of Substances Hazardous to Health (COSHH) Policy
- Display Screen Equipment Policy
- Fire Policy
- First Aid Policy
- Hepatitis A and B Control and Immunisation Policy
- Legionella Policy
- Lone Worker Policy
- Manual Handling Policy
- Mobile Phone Policy
- Risk Assessment Policy
- Violence at Work Policy
- Young Persons and Work Experience Policy

Policies and procedures due for review (2026/27)

- Health and Safety Management Framework
- Driving at Work Policy
- Evacuation Chair Policy
- Emotional Wellbeing and Stress Management Policy
- Provision and Use of Work Equipment Regulations (PUWER)
- Smoke-free Policy
- Corporate Warning Register

New and emerging policy requirements

- Body-worn cameras, CCTV and recording devices policy: draft in development and subject to review.
- Martyn's Law: preparations to improve security arrangements at venues hosting events of 200+ attendees, including review of incident and response arrangements for terrorist threats.

Health & Safety Audits/Visits

- 5.3 The Health and Safety Advisor delivered a programme of support visits during the year, primarily focused on medium to higher-risk services.

Sites visited included:

- Streetwise
- R2Go Eastcroft Depot
- Rushcliffe Country Park
- Several other council responsible premises, parks, and facilities.

Focus and outcomes

- **Collaborative working:** Partnered with service management teams to review key health and safety arrangements.
- **Project support:** Provided safety advice to R2Go to support implementation of the glass recycling project.
- **Assurance and improvement:** Mentored and supported services to review and update risk assessments and Safe Systems of Work (SSOW).
- **Incident management:** Supported managers to review accidents and claims made against the Council.
- **Additional support:** Provided limited support to the Premises and Facilities Team to assess health and safety arrangements across other Council-controlled premises.

Training

- 5.4 Health and safety training needs are identified through:

- The Induction Process
- Personal Development Reviews (PDRs)
- Regular one-to-ones and team meetings
- Escalation via the Executive Management Team (EMT)
- Bespoke and job-specific (predominantly delivered by external providers or in-house “train-the-trainer” arrangements)

The Health and Safety Advisor provide support and guidance to service managers to help identify training needs. This ensures training is proportionate to risk and meets statutory and legal requirements.

- 5.5 **Induction Arrangements for New Starters** - All new starters complete a structured induction programme, which clearly sets out the health and safety topics to be covered at different stages of employment:

- On day one
- Within the first week
- By the end of week two

The induction programme covers core health and safety requirements, including fire evacuation arrangements, first aid provision, and accident reporting procedures. Where appropriate, this is supplemented by role-specific e-learning modules.

5.6 Human Resources/Health and Safety Advisor arranged the following health and safety training during 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	232	97%	Refresher training for staff on fire safety issues. There are 238 employees who have access to the e-learning.
Display Screen Equipment (DSE) e-learning	231	97%	On-line training and assessment of computer workstations. 238 employees have been given access to the e-learning.
Legionella awareness e-learning	46	96%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 48 staff require this training.
Asbestos awareness e-learning	52	100%	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	225	95%	Basic manual handling awareness for low-risk staff. 238 employees have been given access to the e-learning package.
Emergency First Aid at Work	20	*	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	35 (internally delivered)	*	This half day course provides information on the risk assessment process and how to undertake them.

* % figure is not applicable as this is not mandatory training and more staff trained than necessary

5.7 **On-the-job** training - The formal training programme is complemented by extensive on-the-job training across all service areas. This approach supports employees in applying their learning directly to their day-to-day activities and promotes safe and effective working practices.

5.8 **Depot – Based Training Delivery** - Training at depot locations is delivered using a range of practical methods designed to address site-specific risks and operational needs. These include:

- **Toolbox talks** – short, focused sessions delivered on site to address specific health and safety hazards or tasks.
- **Induction training** – comprehensive inductions covering job-related tasks, the safe use of work equipment, and agreed safe working practices, commonly referred to as Safe Systems of Work (SSOW).

- 5.9 **Additional role-specific Training** - Where required, employees receive further role-specific training to support safe and effective working practices, including:
- Driver training
 - Banksman training
 - Nexus and lone worker device training
- 5.10 **Training aim** – These arrangements help ensure work is carried out safely and competently and support the reduction of workplace incidents, accidents and near misses.
- 5.11 **The e-learning system** – The e-learning system helps manage mandatory training by sending automatic reminders to employees when training is due. Where training becomes overdue, notifications are also sent to the employee's line manager to support timely completion.

Completion rates for some courses were low in previous years but have improved significantly. The ongoing aim is to achieve a **minimum completion rate of 90%** across all training courses.

Meetings of Health and Safety Groups

- 5.12 **Health and Safety Engagement and Governance** – The Council has established a range of health and safety groups to ensure issues are discussed and acted on at the appropriate level across the organisation.

How engagement is embedded:

- **One-to-one meetings:** health and safety are included as a routine agenda item, ensuring regular discussion of relevant issues and actions.
- **Performance Development Reviews:** health and safety is reinforced through PDRs, supporting ongoing awareness, accountability and shared responsibility.

- 5.13 **Key topics and outcomes** – Over the past year, these meetings have enabled the Council to consider and review a range of health and safety matters, including:
- Training provision and compliance
 - Occupational health matters
 - Accident and near-miss trends
 - Legislative updates and policy changes
 - Feedback from service areas

These forums have also supported the sharing of learning and the actions arising from Health and Safety Executive (HSE) visits.

Occupational Health

5.14 The Council is supported by an external occupational health provider, which is utilised to provide a range of occupational health packages. Within the last 12 months, services provided specifically relating to health and safety issues have included:

	Attendance numbers between Apr 2025 and March 2026	Comment
Medical examinations	5	To support with sickness absence or managing medical condition in the workplace
Pre--employment medicals	51	Medical questionnaire completed prior to employment
Hand Arm Vibration assessments (HAVS)	1	Employees using vibrating tools complete a HAVS questionnaire on an annual basis. Where any symptoms are identified the employee will undergo a physical assessment
HGV Medicals	3	These are required as a part of first HGV qualification and renewed at the age of 45 and every 5 years after this
Audiology Testing	38	Hearing tests are completed for employees that are exposed to increased noise levels whilst at work

5.15

Flu injections – Employees were provided with the option to receive a free flu voucher and 48 vouchers were issued.

Eye tests – Employees can claim free eye tests if they work on display screen equipment (DSE), drive one of our fleet vehicles or require safety glasses as a part of their job role. In the 12-month period, 49 DSE tests, 12 Driver tests and 5 Safety glasses tests were provided.

Workplace Health

5.16 Workplace Health Champions have been involved in several promotional activities for staff across sites, including:

- Stress Awareness Month
- Bowel Cancer Awareness Month
- Carers Week
- World Breastfeeding Week
- Wear it Pink – Breast Cancer Awareness
- Big Sleep Out Homeless fundraiser
- Hidden Disabilities Sunflower initiative
- Bake Off competitions
- Workplace Health Walks
- Dry January
- Brew Monday
- National Eating Disorders
- No Smoking Day

6.0 PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

6.1 At its meeting on 2 September 2025, the Corporate Overview Group endorsed the health and safety goals set by the Council's Executive Health and Safety Group. These goals are monitored and reviewed by the Executive Health and Safety Group, with progress summarised below.

H&S Goal	Target date	Action to date	Target met?
Prioritise the review and update of policies that are over 3 years old	End March 2026	See 5.2. Some low-risk policies remain outstanding and have been rolled on to 2026/27	partial
Continue to improve induction programme for high-risk work areas	End March 2026	Induction at Streetwise has been fully reviewed and work is ongoing with R2Go	Yes
Health and Safety compliance audits of low-risk areas across the Authority	End March 2026	Due to a change in health and safety advisor, it was decided that the immediate focus should be concentrated around the medium to high-risk services and the building of relationships with service managers. Compliance and low risk service audits are now factored into this year's work schedule	No
Risk assessment and training audit continuation.	End March 2026	Significant work has been taken on reviewing and updating risk assessments and ensuring competence across the authority within this area.	Yes
Review duty to manage Asbestos to ensure all RBC occupied buildings are compliant.	End Dec 2026	All buildings have asbestos risk assessments in place. Further work will continue in the support of day-to-day management.	Partial
Review of lone worker procedures and controls	End March 2025	Policy and procedures have been reviewed and updated. A review and assessment of service needs have been undertaken. New	Yes

		devices have now been issued and training completed.	
Continue to deliver appropriate workplace health initiatives in line with employee's needs	End March 2026	See initiatives listed in 5.15	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:

Establishment figure head count	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25	2025 /26
	275	266	257	259	257	259-312	316	315	320
Eastcroft Depot	15	10	10	14	14	13	18	14	20
Bingham Depot	N/A	N/A	N/A	N/A	N/A	9	16	10	12
Arena (Civic)	3	2	2	0	0	2	3	2	3
Community Contact Centre	0	0	0	0	0	0	0	0	0
Community Facilities	1	5	0	2	4	2	0	1	1
Total	19	17	12	16	18	26	37	27	36
Incidence rate	69	64	47	62	70	91	117	85	113

7.2 The table above shows that the number of accidents reports completed for employees/agency staff has increased compared with last year, although it remains broadly comparable with 2023/24. This increase is likely to reflect the work undertaken by the new Health and Safety Advisor to raise awareness of the importance of reporting accidents and near misses. Increased awareness often leads to higher reporting levels, which supports better monitoring, investigation, and learning.

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 uses 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 report forms by type

The table below sets out the accident figures by type.

	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25	2025 /26
Struck by Moving Object	5	3	2	4	5	6	7	6	7
Strike against fixed object	2	1	4	0	2	1	3	2	8
Slip / Trip / Fall	9	5	4	5	8	9	14	8	12
Manual Handling	3	3	2	6	3	6	8	6	6
Animal attack (e.g. dog)	0	5	0	1	0	3	5	1	2
Other (Shock/Contact with liquids)	0	0	0	0	0	1	2	4	1
Total	19	17	12	16	18	26	39	27	36

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

- There has been an increase in strikes against fixed objects and slips, trips, and falls compared to the previous year, however these were all still at a low level.
- Manual handling accidents have remained comparable to previous years.
- The two animal attacks are attributed to dog bites.
- There is a strong indication that medium and higher risk services are reporting more than in previous years. This is seen as a positive action following the increase in awareness of reporting all accidents and near misses.

7.6 The number of employee days lost due to accidents.

	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
Number of days lost	161	99	39	15	26	19	161	134	161

7.7 The number of days off as a direct result of an accident at work has increased in this twelve-month period when compared to last year but is the same as 2023/24. The number of days absent has fluctuated significantly over the past few years. The average annual figure over the last nine years equates to 90.5 days.

The table at section 7.8 shows that four accidents resulted in time off work during the reporting period. One accident accounted for 91% of the total days lost. This accident took place in November 2024, but the employee remained off work on long-term sick into 2025/26.

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

Incident Type	Injury type	Location	Time lost in days
Slip, trip, fall	Soft bruising/Anxiety	R2Go	147 days
Slip, trip, fall	Swollen ankle	R2Go	3 days
Manual Handling	Neck/shoulder	Streetwise	6 days
Strike Fixed	Puncture wound hand	R2Go	5 days
Total			161 days

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

In the 12-month period 0 accidents were reported to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation. Although an employee had 147 days off in 2025/26 due to an accident this was reported under RIDDOR in 2024/25.

- 7.10 *The number of health and safety enforcement notices*

- 1 follow-up letter by the Health and Safety Executive (HSE) to Streetwise Bingham Depot in relation to a previous 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 people 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 have taken as a Council to reduce risks to members of public when visiting our premises and 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	2025/ 26
Member of Public	2	7	16	1	4	4	11	14	6
Contractor	0	0	0	0	0	0	0	1	1

9. CONCLUSION AND OBJECTIVES

9.1 The information reported in relation to the management of health and safety shows that the number of accidents involving employees and agency staff increased during the year. However, the figure remains comparable with 2023/24 and, as shown in table 7.1, accident numbers can fluctuate significantly from year to year. There has also been an increase in the number of days absent from work due to workplace accidents compared with the previous year. During the 12-month period, four accidents resulted in time off from work. One of these accounted for 91% of the total days lost and related to an accident that occurred in 2024/25.

Employees are actively encouraged to return to work, and this can often be helped by using the fit note process which is issued from the GP. This process often permits employees to return to work earlier on either a phased return and/or with adaptations to duties.

9.2 Training completion rates are the highest they have been across all health and safety courses and the high completion rate was one of the positive comments from the BDO audit.

9.3 Significant progress has been made this year on completing the health and safety objectives set at the beginning of the financial year. In particular considerable time has been spent on reviewing and updating policies.

9.4 To ensure continuing development in health and safety policies and practice, 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.

- Conduct a minimum of three health and safety audits within the year.

OFFICIAL

- Complete all health and safety policy reviews that are due within 2026/27 (see 5.2).
- Develop and ensure completion of a monthly inspection sheet.
- Support and input into the LGR health and safety work stream.
- Continue to deliver appropriate workplace health initiatives in line with employee's needs.
- Develop and deliver relevant health and safety quarterly campaigns as identified by the needs of the council.