Corporate Health and Safety Annual Report

1st April 2021 – 31st March 2022

Sefton Council

Contents

Sefton Council

1. Introduction

1.1 For legal and moral purposes, Sefton Council is required to actively manage and monitor health and safety. The primary legal constraints arise out of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. This report provides an overview of the Councils health and safety performance from 1 April 2021 to 31 March 2022. Attention is drawn to key issues that have arisen during this period and highlights ongoing priorities to be addressed.

1.2 The priorities for the year 2021/2022 include:
- Embedding risk assessment across Council departments,
- Clarifying and strengthening governance arrangements,
- Improving health and safety risk management by targeting effective training.

1.3 Throughout the report the term 'Health and Safety' is used and should be read within the context of occupational health, safety, and wellbeing issues for which Sefton Council (the Council) has responsibility under both statute and common law.

1.4 The Council's Health and Safety Policy was revised during the 2018/2019 financial year and will be presented again to the Corporate Health and Safety Committee and Strategic Leadership Board (SLB) for consultation before being approved by Cabinet in late 2022/23.

2. Executive Summary

2.1 The Council continues to focus on improving the health and safety management system and support by reviewing existing arrangements and improving governance.

2.2 The Corporate Health and Safety Team consisted of two health and safety advisers, with an additional temporary adviser on a six-month fixed term contract joining late August 2021. The team support nearly 8000 staff across schools and service areas, plus agency workers, contractors, and volunteers. Additional support is provided to commercial clients from educational settings.

2.3 The team deliver a range of services across all Council and school premises, land, and activities. These services can be divided into three main areas: policy and communication, operational reactive response, and active monitoring.

2.4 Information, guidance, and support regarding the risk of the transmission of COVID-19 and impacts on staff has been significant, as services adjust to varying national restrictions.

2.5 Consultation arrangements are working well, with the Corporate Health and Safety Committee playing a key role in conjunction with the Departmental Health and Safety Committees.

2.6 The health and safety position within Sefton Council has demonstrated encouraging progress during the financial year. The Council's accident reporting culture is improving and showing signs of increased proportionate investigation and implementation of suitable controls. The on-line incident reporting system continues to be well utilised.

2.7 The Schools Service Level Agreement has been reviewed as well as the inspection and audit processes revitalised. Desktop audits remained in place due to uncertainty of Covid-19 rates, however, there has been an increase in site visits and inspections.

2.8 Health and safety objectives and key performance indicators are continually reviewed. Progress against the objectives has been impacted by the requirement to respond to the on-going COVID-19 pandemic. This will be managed by the continual review and reshaping of the service delivery to assist the Council to meet its obligations and to provide managers and staff with the relevant support.

2.9 Progress has been made on providing risk assessment training to all managers who have responsibility for completing risk assessments.

2.10 The Corporate Health and Safety team are continuing to develop the training needs analysis. This will assist managers in the identification and status of statutory and mandatory training requirements.

2.11 The growth of the Corporate Health and Safety Team will increase the advice, guidance, monitoring, and support available for managers and staff across the Council, improving the appropriateness and effectiveness of the health and safety management system.

2.12 The impact of Covid-19 on the work of the Health and Safety Team was significant at the outset of the year and has steadily declined during the current year.

3. COVID-19 Pandemic

3.1 The Corporate Health and Safety Team were actively involved during the pandemic from the outset playing a strategic and operational role providing support, guidance and assistance to Schools, Senior Management and Service Team colleagues. The team worked closely with Public Health colleagues to ensure that advice provided to operational team was given in line with Government guidance.

3.2 Protecting staff has been key to our approach although guidance from the Government changed frequently as the pandemic progressed, clear communication has been key in sharing the latest position. Support and guidance on the how to work safely for example on developing risk assessments has been provided at pace to the Service teams as well as joint working across the Council with Senior Managers including Public Health. The focus during the year has gradually altered to returning safely back to the office and workplace providing guidance and support

3.3 The pandemic has had two impacts. Firstly, in reinforcing the importance of an effective health and safety structure in the Council in preventing injury and harm to employees, contractors, and the public. In addition, the response to the pandemic has impacted on the delivery of planned health and safety improvements during the financial year although the impact has steadily reduced during the financial year.

4. Organising for Health and Safety

4.1 The Council has a Corporate Health and Safety department within Corporate Resources and Customer Services who provide health and safety advice to Members, Officers, school governors, headteachers, partner organisations and contractors. To provide additional support during the Covid-19 pandemic further

temporary resources have been recruited. The team is based within Risk and Audit which is part of the wider Finance team.

4.2 The Corporate Health and Safety Team liaise with other services and teams within the Council regarding Corporate Personnel, Occupational Health, Workforce Learning and Development, Insurance, Emergency Planning, and Public Health.

5. Consultation and Communication

5.1 Employers have a duty to consult with their employees and representatives on health and safety matters. The process for consultation with Trade Unions and staff in Sefton is direct and through the Health and Safety Committee structure, as outlined in the Corporate Health and Safety Policy.

5.2 The overarching Corporate Health and Safety Committee meets quarterly and is chaired by the Executive Director of Corporate Resources and Customer Services with the various Sub-Committees meeting at least bi-annually. The table below shows the Health and Safety Committee and its Sub-Committee meetings held during the 2021/2022 financial year.

Committees	Dates
Corporate Health and Safety Committee	16/06/2021, 17/09/2021, 10/12/2021, 23/03/2022
Sub-committees:	
Adults / Children Social Care	25/05/2021, 08/10/2021, 21/03/2022
Communities	Monthly – last Friday of each month.
Corporate Resources / Public Health	26/05/2021, 25/08/2021, 29/11/2021, 16/02/2022
Locality Services / Highways and Public Protection	09/06/2021, 31/08/2021. Committee split December 2021
Economic Growth and Housing	14/06/2021, 26/08/2021. Committee merged December 2021
In-house Operational Services (Formerly Locality Services)	New committee from December 2021 – 17/03/2022
Economic Growth and Housing / Highways and Public Protection	New committee from December 2021 – 09/12/2021, 09/03/2022

5.3 There was a restructure in late 2021/22 of the Committee structures with:
- Economic Growth and Housing and Highways and Public Protection merged due to similar health and safety arrangements.
- In-house Operational Services (Formerly Locality Services) was established as a stand-alone sub-committee.

5.4 Regular meetings are held with Education Excellence and the STJCC (School Teachers Joint Consultation Council) and involve staff, Head Teachers, and Trade Unions.

6. Liaison with Regulatory Bodies

6.1 The Council has routinely liaised with the Health and Safety Executive (HSE) during the financial year on the reporting of RIDDOR related incidents and COVID-19 spot checks. The HSE continue to monitor the Council's COVID-19 arrangements.

7.   Accidents and Incidents

7.1   The Corporate Health and Safety Team continue to manage the Council's on-line incident reporting system which is used by all service areas.

7.2   The aim of reporting is to ensure suitable proportionate investigation leading to the implementation of effective controls and monitoring to prevent re-occurrence. High levels of reporting could demonstrate a positive reporting culture or a high risk.

7.3   **Graph 1** below shows the accidents and incidents reported between 1st April 2021 – 31st March 2022. It also shows the accidents and incidents from the previous financial year (1st April 2020 – 31st March 2021).
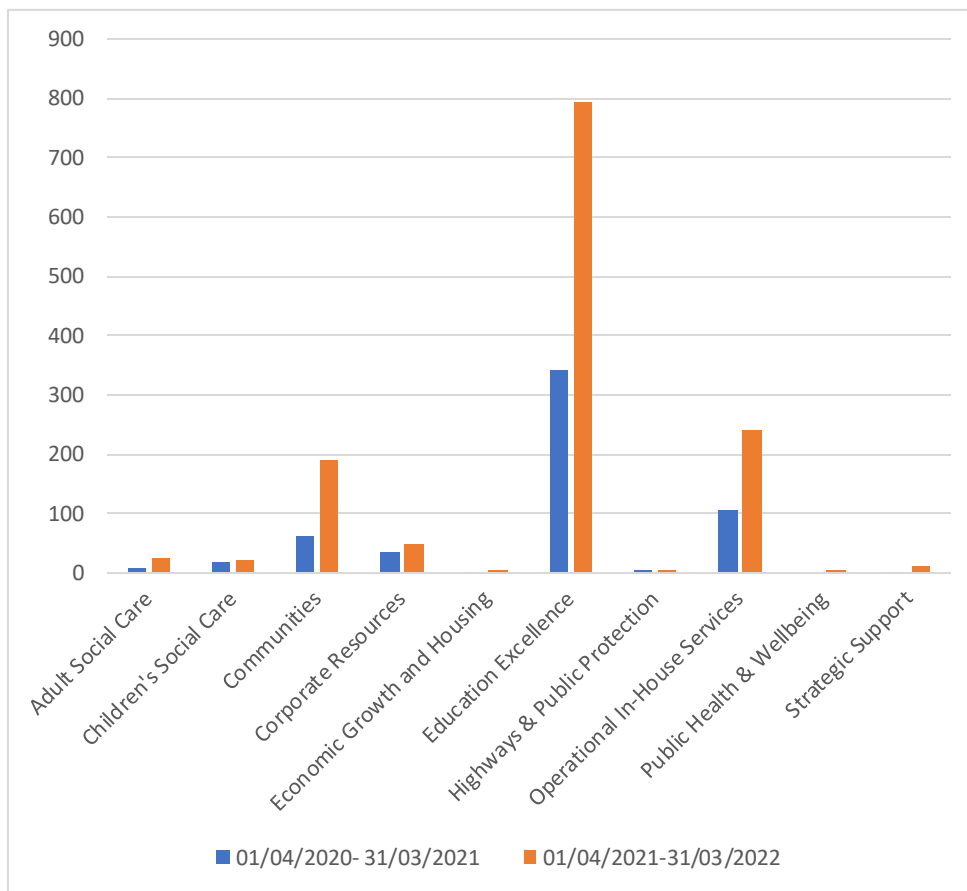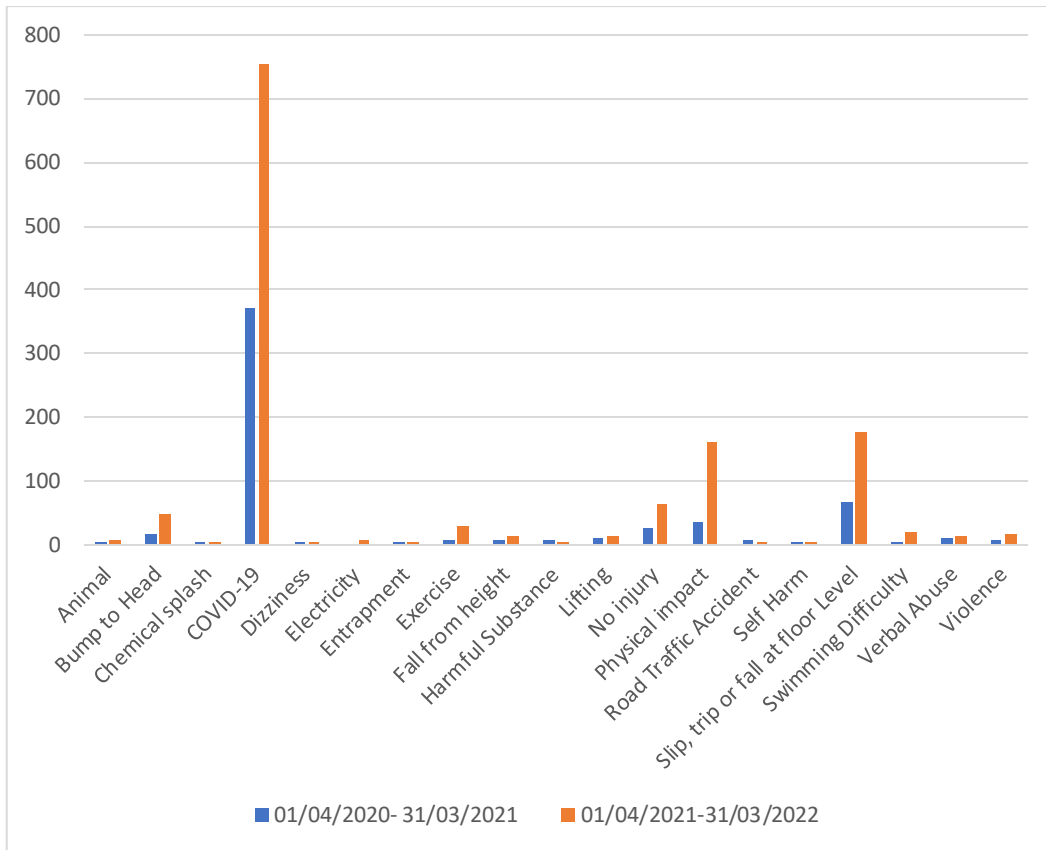

Graph 1 – Accidents and Incidents Reported Across All Service Areas
01/04/2020 -31/03/2021 and 01/04/2021 – 31/03/2022

7.4   Analysis of the reports raised highlights areas services areas that are now fully operational albeit with restrictions during the pandemic, including Communities, Education Excellence and Operational In-house Services.

7.5   Information affecting Adult Social Care and Children's Social Care staff health and safety is provided during meetings and therefore not captured formally. Support is being provided to Service Managers to encourage accident and incident reporting, proportionate investigation, and prevention of reoccurrence where possible.

7.6   **Graph 2** below provides an overview of the causes of accidents and incidents raised and highlights the increase in COVID-19 cases across the Council service

and educational settings. A comparison of results with the previous 12 months is clearly identified.


Graph 2: Causes of Accidents and Incidents Reported
01/04/20 – 31/03/21, 01/04/21 – 31/03/22

7.7   Managers were asked during the financial year to report all COVID-19 cases, whether or not they are due to workplace transmission. This has assisted in the assessment and review of the health of staff and others and service delivery.

7.8   Slips, trips, falls and physical impact accident reports are consistent with the reopening of service areas.   Analysis suggests that figures were lower due to restrictions and limited operations throughout the pandemic.

7.9   Education Excellence and Communities record the highest number of accident and incident reports. This could be due to the number of staff and interactions with children and the public. It is recognised that data including members of the public (and pupils) will unduly influence the data provided. The recording system and process is under review to ensure clarity of staff and public statistics to aid effective analysis.

7.10 Data shows that the slips, trips, falls and physical impact accidents commonly arise from pupils during playtime sessions rather than Council employees.

7.11 Service Areas are appointing Health, Safety and Well-being Coordinators to act as single point of contact on health, safety and well-being matters and a key link between the Service Area Departmental Management Team, their respective Health and Safety Committee and the Corporate Health and Safety Team. They will be supporting initiatives to drive reporting, investigation and sharing of lessons

learnt within their Service Areas, with the ail of improving the culture and performance.

7.12   The Corporate Health and Safety Team continue to monitor the RIDDOR accidents reported by Managers to ensure they are correctly reported to the Health and Safety Executive (HSE) and investigated with appropriate interventions implemented to prevent re-occurrence where possible. **Graph 3** below details the number of accidents and incidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the period from 1st April 2021 to 31st March 2022. This is to highlight the current upward trend in RIDDOR reports, mostly due to the pandemic.
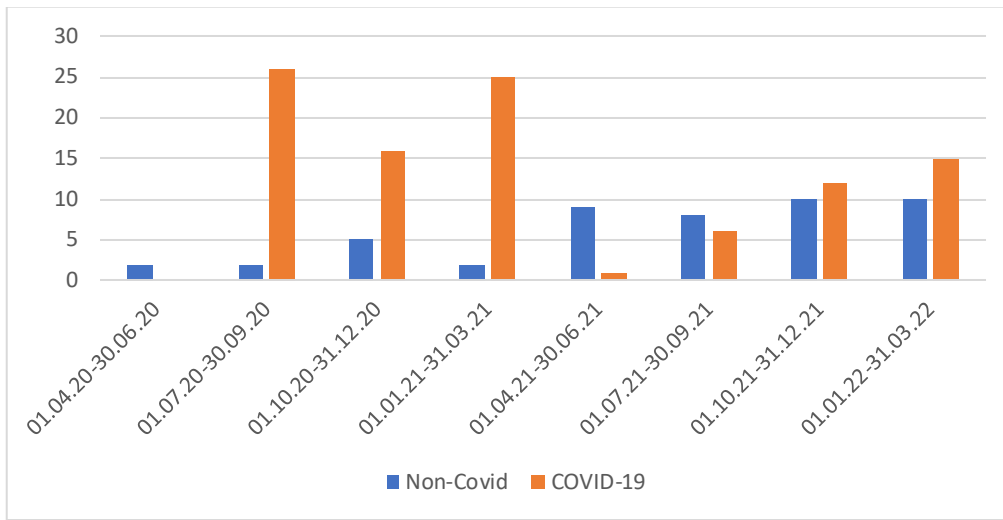
Graph 3 – RIDDOR Reports - Comparisons by Quarter, Highlighting COVID-19 and other reports
01/04/2020 – 31/03/2022

7.13   **Graph 4** highlights the causes for non-COVID RIDDOR reports, to assist in the analysis of reports raised.

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Graph 3 – RIDDOR Reports
Non-COVID causes of accident and incidents report raised under RIDDOR
01/04/2020 – 31/03/2022

7.14 Certain types of are reported to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 include:
- Deaths and injuries caused by workplace accidents:
  - o Specified Injuries to workers,
  - o Injuries to workers which result in their incapacitation for more than 7 days, whether they remain away from work or attend work but are unable to carry out their 'normal' working for over 7 days,
  - o Injuries to non-workers i.e., the public, which result in them being taken directly to hospital for treatment,
- Occupational diseases,
- Carcinogens mutagens and biological agents (including COVID-19),
- Dangerous occurrences, or
- Gas incidents.

7.15 The table below provides a breakdown of the RIDDOR reports raised in the past two financial years for 1 April 2020 to 31 March 2021and 1 April 2021 to 31 March 2022 highlighted in 7.12 – 7.13.

Table 1 – Causes of RIDDOR reports for the financial years 2020/21 and 2021/22

RIDDOR Reports - Causes	1st April 2020 - 31st March 2021		1st April 2021 - 31st March 2022	
Reported as injury or ill-health				
Contact with animal.	None	0	Collision with own pet, on walk.	1
COVID-19.	Evidence of workplace transmission.	67	Evidence of workplace transmission.	34
Electrical accident.	None	0	Resulting in burn.	1
Fall from height.	Children.	3		4
Physical impact.	Contact with another person, or object e.g., during play or sport	2		12
Road traffic incident.	Resulting in harm to a person.	2	None	0
Slip, trip, fall at floor level.		3		14
Verbal abuse / physical attack.	None	0	x2 Resulting in fractures.	3
Reported as Dangerous Occurrence				
Falling object.	None	0	Heavy metal door fall. No injuries.	1
Road traffic incident.	Property damage - to building.	1	None	0

7.16 During the pandemic, there has been a requirement to report to the HSE certain instances of COVID-19. The reporting requirements relating to cases of, or deaths from COVID-19 under RIDDOR (until end of March 2022) apply only to occupational exposure, that is, because of a person's work:
- An accident or incident at work has, or could have, led to the release, or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence,
- A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease,

- A worker dies because of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

The council are required to maintain its normal records for instances where the case may not strictly fall into these categories.

7.17   Areas during 2021/22 that were significantly affected by workplace transmission of COVID-19 were Education Excellence, Communities and Operational In-house Services, where front line staff continued to support Council services to vulnerable families and individuals. Managers and Head Teachers continue to review Central Government, national and local Public Health and health and safety guidance, risk assessments, the suitability of control measures and monitoring arrangements.

7.18   Other RIDDOR reports have mostly been due to fractures from slips and falls. A number are for minor injuries resulting in staff being away from work or unable to carry out normal working for over seven days.

7.19   The health and safety advisers continue to raise awareness of the benefits of reporting via the Departmental Health and Safety Committees.

8.   Training

8.1   Workforce Learning and Development continue to offer a health and safety programme of health and safety courses. E-learning has increased due to the pandemic and restrictions placed on attending classrooms for adult learning. The Health and Safety e-learning course is included in the suite of Sefton Councils suite of mandatory training and must be completed annually by all Council employees.

8.2   There is a new Council corporate induction programme in place. There is a legal requirement to provide a health and safety induction to anyone who works for or with Sefton Council.   This includes employees at all levels, agency workers, contractors and consultants, and volunteers.   This is achieved through the New Starter induction checklist and the completion of the mandatory health and safety e-learning training which was introduced in 2021/22 for all staff.

8.3   During 2021/22 902 employees were registered to complete the mandatory e-learning Health and Safety training of which 672 completed it, 22 are in process and 208 had not started the training. The Workforce Training Team have also launched the following e- leaning courses which are role specific and the current numbers of staff that have completed the training is detailed in the table below. The performance will be discussed at the Corporate Health and Safety Committees during 2022/23.

Table 2 – Details of role specific training and the numbers of staff that have completed the training during 2021/22

Role specific e- learning	Nos. of staff completing training during 2021/22
Asbestos Awareness	4
Control Of Substances Hazardous to Health	24
Fire Safety at Work	71
Food Safety and Hygiene Level 2 in Catering	162
Manual Handling at Work	1
Manual Handling at Work 2021	59
Workplace Risk Assessment	53

Workstation and Display Screen Equipment	181

8.4 The training needs analysis being developed by the Corporate Health and Safety team will assist managers in the identification and status of statutory and mandatory training requirements. The training must be aligned to the risks identified within health and safety risk assessments and overall risk registers. It must be embedded into the Councils induction and training programme for staff and managers at all levels.

8.5 The one-day Educational Visits Coordinator (EVC) courses planned for 2021/2022 continue to be held on-line. The course covers aspects of the law related to educational visits, risk assessments of visits and the administrative requirements associated with off-site educational activities. The course is aimed at new and existing EVCs in schools and will enable them to plan and manage their school's educational visits and off-site activities in line with National Guidance, this in turn will help them fulfil their health and safety responsibilities.

9. Risk Assessment

9.1 Considerable support is being provided to Council Service and Schools Teams and this remains challenging for all involved with the monitoring, review and updating of risk assessments as service delivery increases.

9.2 Responsibilities remain with Directors, Heads of Service, Service Managers, School Governors, Head Teachers, and School Leadership Teams to ensure robust risk management and emergency arrangements are in place. This includes driving the completion of risk assessments, highlighting hazards, appropriate internal controls (engineering controls to policy and arrangements to affect behaviours), consultation and communication with those affected, monitoring of suitability and sufficiency of arrangements and people response.

9.3 The Corporate Health and Safety Team are developing supporting tools using the intranet for Council Service Teams and Sefton Education On-line for schools. Template forms, examples and guides are available. SharePoint pages facilitate the sharing of risk assessments between the Corporate Health and Safety Team and Trade Unions.

10. Sefton Schools

10.1 During this financial year, the Schools Service Level Agreement for health and safety and the inspection regime, which forms part of the service, was reviewed. A revised methodology was introduced to provide a risk-based audit regime that aims to provide assurance to the school's governing bodies as well as the Council that the schools had an effective health and safety system in place.

10.2 The Schools Service Level Agreement has been reviewed as well as the inspection and audit processes revitalised. Desktop audits remained in place due to uncertainty of Covid-19 rates, however, there has been an increase in site visits and inspections.

11. Objectives, KPIs and Priorities 2021/2022

11.1 The Health and Safety Executive in their guidance titled HSG65 provides a framework of activity that should be in place to manage health, safety, and

wellbeing effectively. One of the areas that should be included within an organisation's health, safety and wellbeing framework is the defining of performance measures for health, safety, and wellbeing. There are not prescribed, or generic performance indicators included although there is some guidance on assessing how risk are being controlled and if as an organisation it is achieving its health, safety and wellbeing aims.

11.2   There are three Health and Safety objectives included in the Corporate Health and Safety Policy which was approved by Cabinet in April 2020:
- Embedding risk assessments across the Council's functions and service area,
- Clarify and strengthen the governance arrangement for health and safety,
- Improve competence of all staff to improve risk management by targeting effective health and safety training.

11.3   The 2022-2023 health and safety objectives, based on the HSG 65 model, have been aligned to the Council's 2030 Vision and values are detailed in the table below. The Key Performance Indicators have been developed and tracked to reflect the key current risks within the health, safety and wellbeing framework, the current operating environment in the Council and the delivery of key objectives. Refer to Appendix 1 for further detail.

Table 3 The alignment of the Council's Health and Safety Objectives to the HSG65 model

HSG 65	Policy (Pledge)	Council Health and Safety Objectives
Legal Compliance	We are committed to ensuring risks are identified and appropriate arrangements are in place.	Clarify and strengthen governance arrangements.
		Examine, monitor, and maintain statutory and mandatory health, safety and wellbeing compliance across premises, property, and activities.
Leadership and Management	Safety, health, and wellbeing is incorporated in every leader's role, planning and decision making.	Promote and develop safety, health, and wellbeing personal leadership skills across service areas.
		Support the continued evolution of appositive health, safety a wellbeing culture across Sefton Council.
		Develop and embed health, safety, and wellbeing performance indicators (KPIs) across service areas, monitoring the effectiveness of the policies, standards, and control measures.
Risk profiling	A safe place of work and safe ways of working are established - Risks to the physical and emotional health, safety and wellbeing of staff and others who may be affected are identified and appropriate arrangements are in place.	Embed suitable and sufficient risk assessments across the Council departments.
		Commit to occupational health monitoring, where applicable, to maintain and promote good health.
		Identify local service area risks and the required emergency response
		Maintain and evaluate accident and incident reports.
Staff Engagement	We actively engage with all staff and anyone who works at or with Sefton Council on health, safety, and wellbeing.	Support effective communication streams to ensure staff, agency workers and contractors are consulted (either directly or through their representatives) on issues relating to their health, safety,

HSG 65	Policy (Pledge)	Council Health and Safety Objectives
		and wellbeing.
Competent workforce	Training and instruction are provided to anyone working at Sefton Council to ensure they understand the health, safety, and wellbeing risks and that they can carry out their tasks safely.	Improve the health, safety, and wellbeing competence of all Council staff by targeting effective health, safety, and wellbeing training across the Council.

11.4   To meet the objectives, and despite the impact of the pandemic, progress has been achieved in the following areas:

- Provision of updates / briefings in a variety of mediums to support communication. In addition, presentations to departmental committees to support sharing of information, trends, legal and policy updates, and feedback.
- Support on operational recovery from COVID-19, with regular briefing papers and updates for managers and staff. Support to re-introduction of school trips, Council meetings, activities and event, development, and review of risk assessments.
- Corporate and sub-committee annual programme, with standard core agenda and formal reports and papers.
- Programme created for the design and development of corporate health, safety, and wellbeing arrangements.
- Development of arrangements (policies, minimum standards, and guidance), management tool kits and downloadable information on the intranet, working with subject matter experts, for the implementation of effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.
- Development of intranet and downloadable briefings to inform of statutory and mandatory requirements for occupational health (physical and emotional) monitoring, reasonable adjustments and Council led initiatives / interventions. Intranet and downloadable briefings signpost where staff may experience physical or emotional health issues - whilst at work, arising from work activities or impacting (i.e., not work related) on work activities.
- Collaborate working with other service areas and departments to deliver a programme of staff engagement campaigns. The aim is to maintain and improve the health, safety, and wellbeing of staff.
- Sampling review of risk assessments completed by Managers to confirm availability, suitability, and sufficiency.
- Provision, support, and monitoring of a robust accident, incident and near miss (adverse events) reporting process, investigation, and corrective action plans.
- Investigation support where there is non-compliance and sharing of lessons learnt.
- Provision of data, updates, trend analysis for all reports and highlight RIDDOR reporting causes and corrective actions within service areas.
- Support the communication of data, trend analysis and lessons learnt through H&S committees, staff forums and Risk and Audit reports.
- Review and development of the auditing model and generation of a new audit plan. Programme includes - Premises (Incl. schools), vehicles, plant and equipment, activities / operations.
- Delivery of desk top audits (services and schools), supported by verification onsite inspections when COVID rates permitted.

12.   Priorities and Challenges for 2022/2023

12.1   The focus for 2022/2023 will be on:
- Supporting service areas to commit to the objectives and develop and improvement plan to highlight progress, lessons learnt and health, safety, and wellbeing achievements.
- A programme of training and campaigns to support leadership and management, and influence safety culture change.
- The review and updating of the Corporate Health, Safety and Wellbeing policy and testing of the emergency arrangements across Council settings.

12.2   Resource continues to be a challenge to ensure that there is appropriate and effective support across the Council, Sefton schools (where the Council are the employer) and for schools who have paid for the Council to act as the 'competent person under the Management of Health and Safety at Work Regulations 1999. A Single Point of Contact i.e., Health, Safety and Wellbeing Coordinator is being appointed across each service area. They are not advisers who are competent but will assist with communication and support.

12.3   Standards, template forms and table-top talks are being created and uploaded to the intranet to ensure there is a robust consistent management system available for implementation by Directors and Service Managers, with ongoing support from the Corporate Health and Safety team.

12.4   Progress on the completion and review of risk assessments has continued throughout the year, for both general workplace hazards and the transmission of COVID-19. The team are working with Assistant Directors and Service Managers to develop a culture of hazard identification at the earliest opportunity rather than following any change, implementation of planned, suitable internal risk control measures with supporting procedures, consultation, management and staff and training, and effective monitoring of workplaces, activities, and behaviours.

12.5   Training forms a key element for rolling out requirements, influencing behaviours and maintaining management and staff competencies. Work continues on the completion of the training needs analysis to highlight the legal i.e., statutory as well as mandatory training requirements. This includes induction and subjects relating to workplace hazards. The Corporate Health and Safety Team are working with the Workforce Learning and Development Team to review existing health and safety training provision, identify gaps and propose or provide solutions.

12.6   Service areas and Sefton Schools are actively supported to report, undertake proportionate investigations, close out agreed actions and monitor incidents. It is recognised that incident data currently includes pupils and members of the public which can influence the outcome of the analysis. The current reporting systems are under review to provide greater clarity between staff, pupils and members of the public in the statistics that are produced to aid more effective analysis.

12.7   Types of incidents such as near misses and hazardous events, and effects including poor mental health, muscular skeletal disorders, and injury from acts of violence are increasingly included in reports. Audits ensuring workstation equipment and security arrangements are planned and recommendations will be

shared via the Health and Safety Committees and Departmental Management Team Meetings.

Appendix 1: Health and Safety Performance against Key Objectives

Ref.	HSG 65	Policy (Pledge)	Council Objectives	Objective Key Performance Indicators (All Council)	Corp H&S Team OBJ KPIs Actions
OBJ-1	Legal Compliance	We are committed to ensuring risks are identified and appropriate arrangements are in place.	Clarify and strengthen governance arrangements.	Review, update and obtain approval of Corporate Health, Safety and Wellbeing Policy in accordance with the review timetable.	Review, update and obtain approval of Corporate Health, Safety and Wellbeing Policy in accordance with the review timetable.
					Programme for the design and development of Corporate Health, Safety and Wellbeing arrangements
			Examine, monitor, and maintain statutory and mandatory health and safety compliance across premises, property, and activities.	Provide and review programmes and evidence of monitoring of actions to completion.	Maintain and deliver audit programme and provide feedback. Programme to include - Premises (Incl. schools), vehicles, plant and equipment, activities / operations.
					Support investigations where there is non-compliance and share lessons learnt.
OBJ-2	Leadership and Management	Safety, health, and wellbeing is incorporated in every leader's role, planning and decision making.	Promote and develop safety, health, and wellbeing personal leadership skills across service areas.	Annual report to be accepted by the Corporate Health and Safety Committee and provided to Cabinet on health and safety performance across the Council.	Design of and seek approval of a health and safety report to Cabinet to ensure that members can discharge their strategic responsibilities for health and safety including building management.
					Annual Committee programme.
					Ensure that Corporate Health and Safety Committee occurs on a quarterly basis to ensure that key activity is undertaken.
					Ensure that Health, Safety and Wellbeing Sub-Committees are held on a six-monthly basis.
					Ensure there is a standard core agenda used for all internal health and safety committees within Sefton.
					Ensure that there are formal reports provided to the Corporate Health and Safety Committee on a regular basis.
			Support the continued evolution of appositive health, safety a wellbeing culture across Sefton Council.	Engage with programmes to improve perceptions of risk and behaviours.	Create a programme of training and campaigns to support leadership and management, and influence safety culture change.
			Develop and embed health and safety performance indicators	Through Departmental Management Team (DMT) meetings, monitor health	Support DMTs to deliver KPIs and update improvement plans.

Ref.	HSG 65	Policy (Pledge)	Council Objectives	Objective Key Performance Indicators (All Council)	Corp H&S Team OBJ KPIs Actions
			(KPIs) across service areas, monitoring the effectiveness of the policies, standards, and control measures.	and safety performance and update the improvement plan for the service areas. Provide updates at health and safety committees, sharing good practice and lessons learnt.	Attend at least one DMT for each service area to appreciate challenges and to provide support leadership teams.
OBJ-3	Risk Profiling	A safe place of work and safe ways of working are established - Risks to the physical and emotional health, safety and wellbeing of staff and others who may be affected are identified and appropriate arrangements are in place.	Embed suitable and sufficient risk assessments across the Council departments.	Promote the implementation of effective preventive and protective measures and engage in a programme of monitoring and review.	Develop and communicate arrangements (policies and guidance) for the implementation of effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.
				Ensure the availability of documented risk assessments and share finings with staff.	Undertake sampling review of risk assessments completed by Managers to confirm availability, suitability, and sufficiency.
			Commit to occupational health monitoring, where applicable, to maintain and promote good health.	Identify and refer staff where occupational health monitoring is a statutory requirement, in response to health and wellbeing need and support initiatives to promote good health and safety behaviours.	Inform where there are statutory and mandatory requirements for occupational health (physical and emotional) monitoring, reasonable adjustments and Council led initiatives / interventions. Signpost where staff may experience health issues - whilst at work, arising from work activities or impacting (i.e., not work related) on work activities.
			Identify local service area risks and the required emergency response.	Provide where required, communicate, and engage with testing of emergency arrangements (plans).	Develop, review and test emergency arrangements across Council settings.
			Maintain and evaluate accident and incident reports.	Promote reporting of all accidents, incidents and near misses (adverse events), supporting proportionate investigation of these adverse events and implementation of corrective actions to prevent reoccurrence.	Provide, support, and monitor robust accident, incident and near miss (adverse events) reporting, investigation and corrective action plans.
				Review accidents, incidents, and work-related health conditions, including those reported under RIDDOR.	Provide data, updates, trend analysis for all reports and highlight RIDDOR reporting causes and corrective actions within service areas.
				Share 'lessons learnt' from findings of investigations reports, and service area vulnerabilities identified during monitoring, audit, and review	Support the communication of data, trend analysis and lessons learnt through H&S committees, staff forums and Risk and Audit reports.

Ref.	HSG 65	Policy (Pledge)	Council Objectives	Objective Key Performance Indicators (All Council)	Corp H&S Team OBJ KPIs Actions
				processes (SLB, DMT, etc)	
OBJ-4	Staff Engagement	We actively engage with all staff and anyone who works at or with Sefton Council on health, safety, and wellbeing.	Support effective communication streams to ensure staff, agency workers and contractors are consulted (either directly or through their representatives) on issues relating to their health and safety.	Provide informal (discussion, feedback) and formal opportunities (staff performance reviews, 1to1s, agenda item at every team meeting, DMT, SLB).	Audit meetings to ensure effective engagement is in place.
				Appropriate levels and forms of information, instruction, supervision, and training are provided to enable staff to work in a safe and healthy manner.	Audit arrangements ensure effective information, instruction, supervision, and training is in place. Provide quarterly updates / briefings in a variety of mediums to support communication.
					Provide presentations to departmental committees to support sharing of information, trends, legal and policy updates, and feedback.
				Promote collaborative working and staff engagement with health, safety and wellbeing campaigns and initiatives.	Working collaboratively with other service areas and departments, deliver a programme of staff engagement campaigns, working to maintain and improve the health, safety and wellbeing of staff.
OBJ-5	Competent Workforce	Training and instruction is provided to anyone working at Sefton Council to ensure they understand the health and safety risks and that they can carry out their tasks safely.	Improve the health and safety competence of all Council staff by targeting effective health and safety training across the Council.	Embed a programme of training from induction to specialist hazard management training into service areas, for new starters, or where staff change roles. This is to include changes in any health and safety responsibilities.	Develop the health, safety, and wellbeing aspects of the training needs analysis.
					Provide progress reports to the Health and Safety Committees and forums.
				Key staff / 'responsible persons' undertake appropriate training to enable them to carry out their role.	Identify and communicate training requirements, including frequency of refresher training and monitor for completion.