



Corporate Health and Safety Annual Report

1 April 2022 – 31 March 2023

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1. Introduction

- 1.1 Sefton Council is required to actively manage and monitor the health and safety of its employees. The primary legal responsibilities for this arise from the Health and Safety at Work etc. Act 1974 from which a plethora of subsidiary Regulations, such as the Management of Health and Safety at Work Regulations 1999, are made. This report provides an overview of the Council's health and safety performance from 1 April 2022 to 31 March 2023. 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 2022/2023 included:
- 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 a further review began in the 2022/23, though the overall number of amendments being made are minimal. Once finalised the reviewed document will again be presented to the Corporate Health and Safety Committee and Strategic Leadership Board (SLB) during 2023/2024 for consultation before being approved by Cabinet.

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 (the team) has seen considerable change during the reporting period with two staff members leaving and two new staff members appointed. There is an intention to increase the team during the 2023/24 financial year to ensure that the team has sufficient capacity to provide statutory support to nearly 8,000 staff across schools and service areas, plus agency workers, contractors, and volunteers.
- 2.3 The team deliver a range of services across all Council and school premises, including their associated activities. These services can be divided into three main areas, being, policy and communication, operational reactive response and active monitoring.
- 2.4 The continued relaxation of Covid-19 rules throughout the 2022/23 period saw many areas re-start normal operations thereby increasing the footfall to that which had been experienced in the previous twelve months.

- 2.5 Consultation arrangements continue to work well, with the Corporate Health and Safety Committee playing a key role in conjunction with the Departmental Health and Safety Sub-committees.
- 2.6 The health and safety position within the Council shows early signs of progress, with many sections taking a pro-active stance towards safety management throughout the year. The Council's accident reporting culture is improving and showing signs of increased investigation and implementation of suitable controls, with the online incident reporting system also being better utilised. There are still, however, areas that require improvement and therefore work will continue throughout the 2023/24 period to increase usage and encourage better quality reporting.
- 2.7 The Schools Service Level Agreement continues to be reviewed as well as the inspection and audit processes being revitalised.
- 2.8 Health and safety objectives are continually reviewed and this is managed by the continual review and reshaping of service delivery to assist the Council in meeting its statutory obligations and provide managers and staff with relevant support.
- 2.9 Post pandemic work has included the review of first aid and fire marshalling provision for Sefton Council's buildings, as more staff return to the office, albeit most of them returning on a hybrid basis.

3. Organising for Health and Safety

- 3.1 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. The team is based within Risk and Audit which is part of the wider Finance team.
- 3.2 The Health and Safety Model adopted by the Council, detailed in the approved Corporate Health and Safety Policy is that there is a small, centralised team that provides regulatory policies, guidance, monitoring, audit and support. Executive Directors and Assistant Directors are accountable and responsible for the embedding of the policy and operation of health and safety within their service area which is essentially delegated through the management structures within each service area.
- 3.3 The Corporate Health and Safety Team liaise with other services and teams within the Council such as Corporate Personnel, Occupational Health, Workforce Learning and Development, Insurance, Emergency Planning, Building and Property Services and Public Health.

- 3.4 There has been considerable change in the Corporate Health and Safety Team during 2022/23 with two staff members leaving and recruitment has taken place with two new staff members appointed. Recruitment took longer than anticipated due in part to the general tightness in the labour market which all teams in the Council are continuing to experience.
- 3.5 Further resources are planned to be recruited for 2023/24 to ensure that the Council can meet its obligations to have sufficient competent resources in place.

4. Consultation and Communication

- 4.1 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.
- 4.2 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 quarterly ahead of the main meeting. Similar scheduled meetings are held with Education Excellence and the STJCC (School Teachers Joint Consultation Council) and involve staff, Head Teachers, and Trade Unions.
- 4.3 The draft minutes of the Corporate Health and Safety Committee (CHSC) go to the Strategic Leadership Board for consideration and noting of actions. It is also a requirement that the minutes of the CHSC go to each Service Area's Departmental Management Team meeting for noting the key actions.

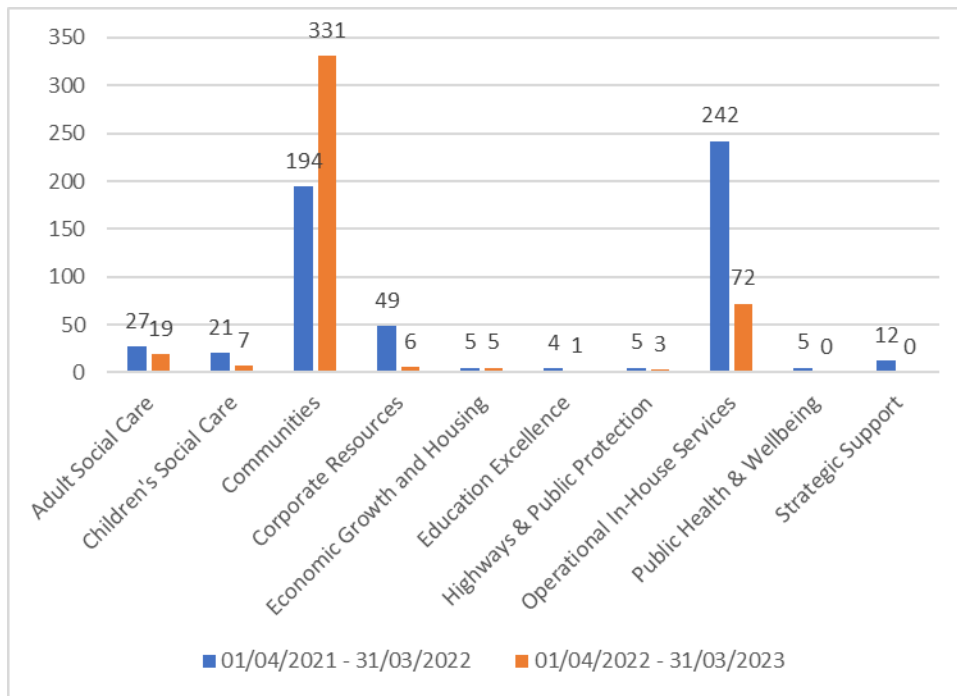
5. Liaison with Regulatory Bodies

- 5.1 The Council has routinely reported to the Health and Safety Executive (HSE) during the reporting period via the submission of RIDDOR related incidents.

6. Accidents and Incidents

- 6.1 The Corporate Health and Safety Team continue to manage the Council's on-line incident reporting system which is used by all service areas.
- 6.2 Reporting of accidents is a legal requirement. The reporting of accidents, incidents and near misses can also identify trends, direct resources, ensure adequate advice and investigation which can lead to the implementation of effective controls and monitoring to prevent reoccurrence. High levels of reporting could demonstrate a positive reporting culture, a busier department with higher risks, or an activity that requires further control to reduce the number of submissions.

6.3 **Graph 1** below shows the accidents and incidents reported between 1 April 2022 – 31 March 2023. It also shows the accidents and incidents from the previous financial year (1 April 2021 – 31 March 2022).



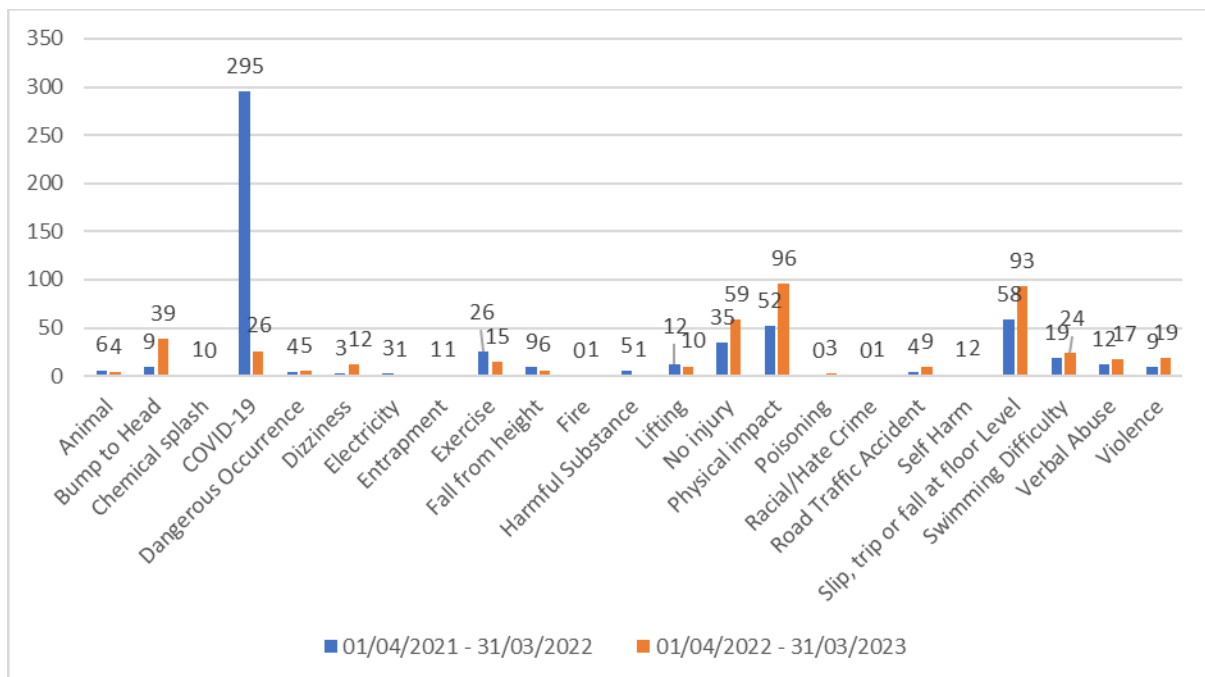
*Graph 1 – Accidents and Incidents Reported Across All Service Areas
01 April 2021 – 31 March 2022 and 01 April 2022 – 31 March 2023*

6.4 Accident and incident data are known as lagging factors within health and safety management, as those detrimental events have already occurred. Leading factors are more proactive, preventative measures such as training and risk assessment, which are put in place to reduce risk ahead of it occurring. Nevertheless, lagging factors such as accident data have their part to play in safety management by focussing upon common themes and identifying trends to allow a more targeted approach.

6.5 **Graph 1** notes there is an increase in Communities related accidents. The reopening of leisure facilities following Covid restrictions would have seen increased footfall equating to a greater number of accidents. Such facilities often attract young people and in the case of swimming pools and similar, will contain slippery surfaces. Gyms and exercise classes can involve strenuous exercise routines, so it would be expected that Communities based activities may attract a higher proportion of accidents than others. Higher figures don't necessarily reflect poorly on that department. It is potentially more a case of that department being better at reporting incidents when they do occur more so than others.

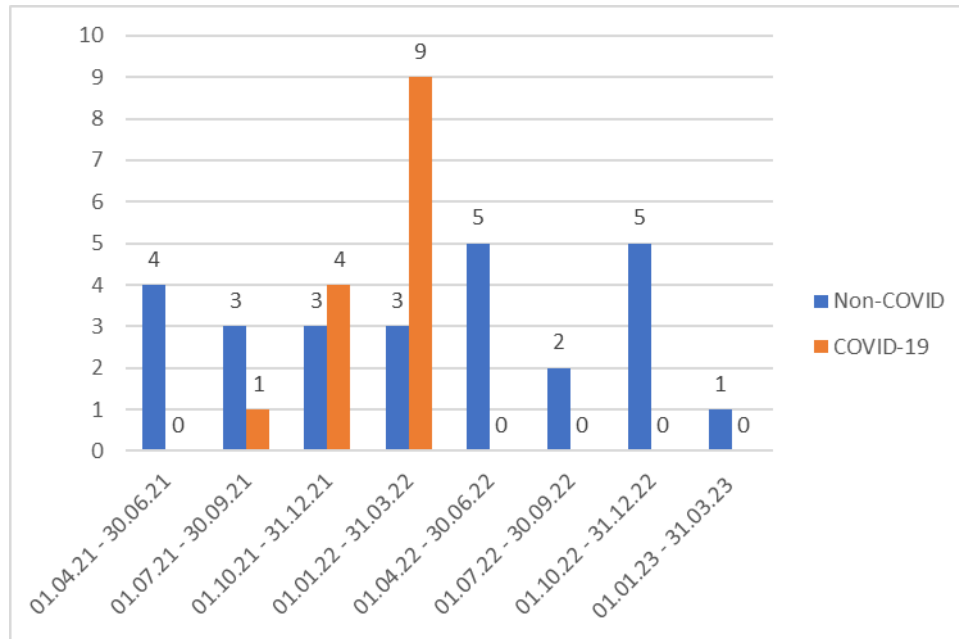
6.6 Conversely Operational In-House Services there has been a significant decrease in reporting for the 2022/23 period compared to the year before. This is probably partially due to a higher number of Covid reporting's for the previous year that were eradicated in the 2022/23 period. In addition, there is likely an element of under reporting for the period in question.

- 6.7 The other departments reported low numbers of incidents for 2022/23 suggest further evidence of under reporting, which whilst there remains a large pool of colleagues working from home, there is still the possibility of incidents that are occurring but are not being identified as reportable.
- 6.8 Both Adult and Children Social Service departments would be expected to be reporting higher numbers of incidents in the reporting period, especially where incidents of aggression from challenging service users are being experienced. This reflects the current culture of some frontline services, where the attitude is one of it *all being in a day's work* or being *part of the job*. This should never be the case and the cumulative effect of such aggression, hostility and intimidation should not be underestimated when considering the mental health and wellbeing of such staff members.
- 6.9 Similarly low figures in the Highways department are likely due to the contracting out of the majority of the highways maintenance, however, this creates potential issues in how we are notified of third-party contractor accidents as and when they occur. As those contractors are working on behalf of Sefton Council's undertaking, the Health and Safety at Work, etc. Act makes us jointly liable for the health and safety of those contractors.
- 6.10 Clearly, there are areas for improvement within the coming twelve months to ensure accident, incident and near miss reports are fit for purpose. Health and Safety are leading on a number of initiatives to improve the visibility of the software, improve the reporting, increasing the numbers of managers with access to the system. A promotional campaign will take place during that period.
- 6.11 **Graph 2** below provides an overview of the causes of accidents and incidents raised across the Council service.



*Graph 2: Causes of Accidents and Incidents Reported
01/04/2021 - 31/03/2022 and 01/04/2022 – 31/03/2023*

- 6.12 It is clear to see the impact that Covid had on the accident / incident figures for the preceding year. With the 2022/23 period potentially being more active than 2021/22, it would be fair to expect an upward trend in most injury types, however, interestingly, there were more injuries due to exercise in the restricted period than there were in the 2022/23 period. Similar anomalies occur in relation to falls from height, harmful substances and lifting.
- 6.13 Physical Impact and Slips, Trips and Falls at ground level once again lead the way in this period, as they always tend to do. Greater awareness of the types of slip hazards may contribute to reduced numbers for this aspect. Greater emphasis will be put on this in the 2023/24 period.
- 6.14 Fifty-nine no injury incidents are likely to be near misses, which, across approximately 960,000 working days in the period, demonstrates the potential level of under reporting in this area. Access to the reporting database will be widened in 2023/24 to hopefully encourage greater reporting. For this reporting period, however, it is restricted to team managers to allow control and supervision of accidents and incidents when they occur.
- 6.15 Service Areas are appointing Health, Safety and Wellbeing Coordinators to act as single point of contact on health, safety and wellbeing matters and a key link between that 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 aim of improving the culture and performance. This, along with increased communication with the Unions, enhances the number of communication channels available to the health and safety team.
- 6.16 **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 2022 to 31st March 2023.

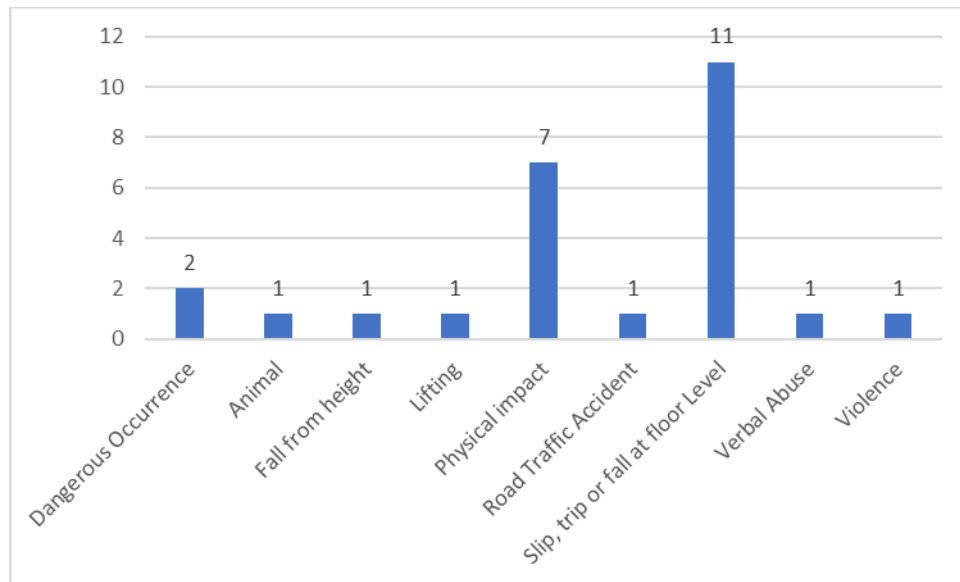


Graph 3 – RIDDOR Reports - Comparisons by Quarter, Highlighting COVID-19 and other reports.
01 April 2021 – 31 March 2023

- 6.17 RIDDOR reports are an extension to the normal channels of accident reporting. Certain types of accident are legally required to be reported to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These include:
- Deaths and injuries caused by workplace accidents:
 - Specified Injuries to workers,
 - 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,
 - 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.
- 6.18 Where such accidents are of a more serious nature (specified injuries) or where an accident leads to seven days or more absence from work, it will likely lead to a RIDDOR report being submitted to the Health and Safety Executive (HSE) for their information. A key factor in deciding whether an accident is RIDDOR reportable is whether it is work related as opposed to merely happening in work. There appears to be some confusion when it comes to RIDDOR reporting with some reports being submitted by managers to the HSE when there is not a need.
- 6.19 We are currently working with managers to educate them on when to report and to encourage that they speak with the Health and Safety section ahead of submission.

6.20 The number of RIDDOR reports, excluding Covid-19, remains broadly flat over the two comparison years and remains good for the size of the organisation although we believe the figure could be lower if we resolved the over reporting that is discussed above.

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



Graph 4 – RIDDOR Reports Non-COVID Causes of accident and incidents report raised under RIDDOR.

01March 2022 – 31March 2023

6.22 This graph shows the distribution of those accidents and incidents submitted as RIDDOR during the 2022/23 period.

6.23 The table below provides a breakdown of the RIDDOR reports raised in the past two financial years for 1 April 2021 to 31 March 2022 and 1 April 2022 to 31 March 2023. The team is looking to decrease the number of RIDDOR submissions a) via promoting better safety management and b) creating better supervision and training in relation to the RIDDOR reports that are being submitted.

Table 1 – RIDDOR report comparisons for the financial years 2021/22 and 2022/23

| RIDDOR Reports - Causes | 1st April 2021 - 31st March 2022 | | 1st April 2022 - 1st March 2023 | |
|---------------------------|-------------------------------------|----|---------------------------------|----|
| Contact with animal. | Collision with own pet, on walk. | 1 | | 1 |
| COVID-19. | Evidence of workplace transmission. | 34 | | 0 |
| Electrical accident. | Resulting in burn. | 1 | | 0 |
| Fall from height. | | 4 | | 1 |
| Physical impact. | | 12 | | 7 |
| Road traffic incident. | | 0 | | 0 |
| Slip, trip, fall at floor | | 14 | | 11 |

| | | | | |
|---------------------------------|-------------------------------------|---|-----------------------------------|---|
| level. | | | | |
| Verbal abuse / physical attack. | x2 Resulting in fractures. | 3 | Child | 2 |
| Falling object. | Heavy metal door fall. No injuries. | 1 | | 0 |
| Road traffic accident | None | 0 | | 1 |
| Dangerous Occurrence | | 0 | Electrical intake room flooded x2 | 2 |
| Lifting | | 0 | | 1 |

7. Training

- 7.1 Ensuring that there is suitable information, instruction and training to employees remain a significant legal responsibility for the Council. Workforce Learning and Development continue to offer a health and safety programme of both online and classroom-based health and safety courses.
- 7.2 There is a formal health and safety induction process which all staff are required to undertake which includes emergencies and evacuation procedures.
- 7.3 Different sections and departments require distinct training for their staff that reflects their activities and risks. However, there are commonalities in training needs across the Council, for example DSE and Manual Handling. Managers are encouraged to maintain a training matrix to ensure all staff are trained in the key risk areas appropriate for their activities and to flag up any areas that may require refresher training to the Workforce Learning Team.
- 7.4 The Council launched Mandatory Training for all employees during August 2021 on a number of topic areas including one Health and Safety Course. The details are included in the table below. Assistant Directors are provided performance information on all mandatory training on a quarterly basis.
- 7.5 The table below offers a comparison between this reporting period and the last in relation to staff numbers completing online health and safety courses via our Workforce Learning and Development programme.

Table 2 – Details of online training and the comparisons of numbers completing the training during 2021/22 and 2022/23

| Course | Completed courses during 2021/22 | Completed courses during 2022/23 |
|---|----------------------------------|----------------------------------|
| Asbestos Awareness | 4 | 9 |
| Control Of Substances Hazardous to Health | 24 | 37 |
| Fire Safety at Work | 71 | 84 |
| Food Safety and Hygiene Level 2 in | 162 | 194 |

| | | |
|--|-----|------|
| Catering | | |
| Manual Handling at Work | 60 | 15 |
| Workplace Risk Assessment | 53 | 46 |
| Workstation and Display Screen Equipment (DSE) | 181 | 77 |
| Mandatory Training Health and Safety | 665 | 1824 |

- 7.6 The mandatory health and safety training was introduced as part of a package of mandatory training for all staff and managers in August 2021. The population of staff that are due to complete the training can vary from month to month to reflect leavers and new staff. The performance of eligible staff that completed the training at 31 March 2022 was 26.5% and at 31 March 2023 was 73%. The latter figure whilst a significant improvement on March 2022 performance is still sub optimal and reflects some disparities in performance between services. Performance will be monitored through the year by the Corporate Health and Safety Committee as well as the Executive Leadership Team. Assistant Directors have been advised to ensure that their staff members complete the mandatory training in a timely manner.
- 7.7 During this reporting period it was identified that further training on asbestos management will be required to be devised and implemented during 2023/24. Whilst the training issue was initially discovered within the Council's schools, this will be a project that will also be required to be rolled out across the corporate property estate.
- 7.8 With more staff members returning to the office environment during 2022/23, there has been a focus on ensuring that there was sufficient fire marshal and first aid provision across the offices and ensuring that there was relevant training of those volunteering to undertake these roles. Changes in office locations, increases in homeworking and new staff members increased the requirement for training in Display Screen Equipment (DSE).

8. Risk Assessment

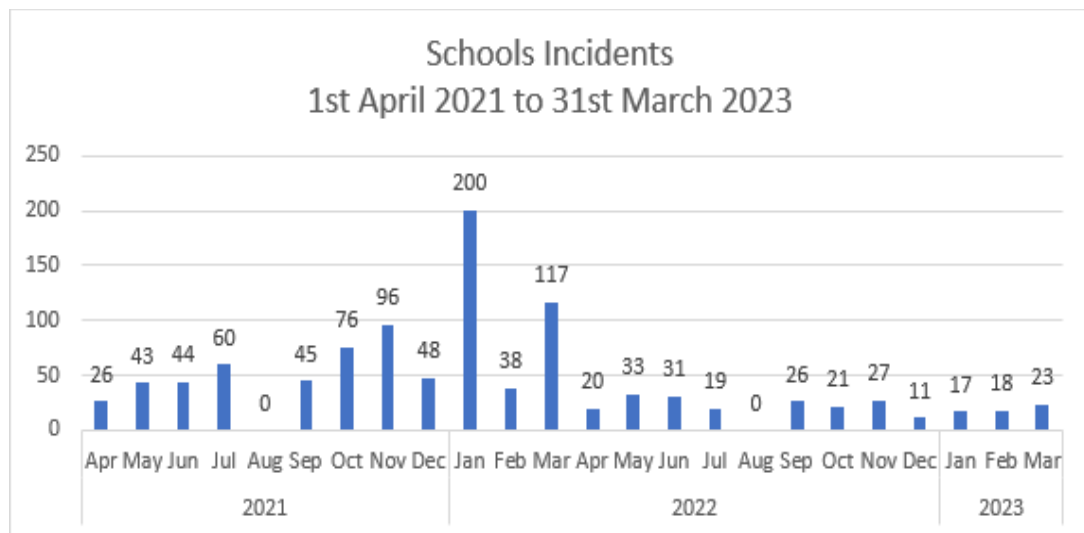
- 8.1 With many services suspended, reduced or amended during the pandemic, a return to more normalised working patterns occurred throughout the reporting period. Changes of location, working practices and the introduction of new staff created a requirement for a review and update of operational risk assessments.
- 8.2 The Council, as a result of COVID-19, reinforced the requirement for teams and Service Areas to revise and produce risk assessments on a regular basis which helped to further embed the use of risk assessments. Progress was regularly reported throughout the governance structures. This approach remains an important focus as the pandemic's impact has waned and momentum is still required as not all Service Areas are at the same level of embedding risk assessments.

8.3 Responsibilities remain with Directors, Heads of Service, Service Managers, School Governors, Head Teachers, and School Leadership Teams to ensure that robust risk management and emergency arrangements are in place. This includes completion of ‘suitable and satisfactory’ risk assessments, highlighting hazards, the application of appropriate controls and the regular review and update of assessments where required. The Corporate health and Safety team continued during the year to facilitate the completion of risk assessments across the Council providing guidance and support.

9. Sefton Schools

9.1 A revised risk-based auditing regime was carried out on a number of schools with the intention of providing assurance to the school’s governing bodies, as well as the Council, that the schools had an effective health and safety system in place.

9.2 Graph 5 below displays incidents and injuries recorded across Sefton’s schools for the April 2021 – March 2023 reporting periods.



Graph 5 Schools accident and incident figures 1st April 2021 – 31st March 2022

9.3 The schools graph shows a generally decreased numbers of reported incidents for the 2022/23 period, having been skewed by a Covid peak in the winter of 2021/22. Most accidents continue to occur as a result of playground type activities where there are higher levels of physical impact and slip, trip and fall type injuries sustained.

10. Objectives, KPIs and Priorities 2022/2023

10.1 The Health and Safety Executive in their guidance entitled 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.

10.2 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.

10.3 The 2022-2023 health and safety objectives, based on the HSG 65 model, have been aligned to the Council's 2030 Vision and values. 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. The performance against the key objectives is detailed in Appendix 1.

11. Priorities and Challenges for 2023/2024

11.1 The focus for 2023/2024 will include:

- The completion of the activity ensuring that all risk assessments have been reviewed following the pandemic and updated where required.
- Creating improved working channels between health and safety and other departments, such as property services, traded services and Sefton Arc.
- Restructuring the schools programme for the 2024/25 school year, ensuring that the programme is fit for purpose and able to compete with outside agencies providing similar services to that covered by the Sefton SLA.
- The review and implementation of controls in relation to aggression towards Sefton Council employees.
- Introducing a programme of hand arm vibration controls for employees subjected to vibrating equipment.
- Promoting the importance of accident, incident and near miss reporting, improving the quality of information submitted, along with the depth and effectiveness of investigation.
- Reducing the numbers of RIDDOR reports submitted.
- Reviewing current policies and updating the same.
- Evaluating current levels of controls within Sefton Council's buildings and working with relevant departments to implement the required controls – e.g. PAT testing.

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 | Progress 2022/23 |
|-------|---------------------------|--|--|--|---|--|
| 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. | An initial review has been undertaken and will be completed during 2023/24. |
| | | | | | Programme for the design and development of Corporate Health, Safety and Wellbeing arrangements | Currently on-going |
| | | | 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. | Comprehensive Programme was suspended during Covid-19 and has slowly been re-started in line with the lifting of Government restriction. 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. |
| | | | | Support investigations where there is non-compliance and share lessons learnt. | Investigations have been undertaken where issues or incidents have occurred. | |
| OBJ-2 | Leadership and Management | Safety, health, and wellbeing is incorporated in every leader's role, planning and | 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. | Completed. |

| Ref. | HSG 65 | Policy (Pledge) | Council Objectives | Objective Key Performance Indicators (All Council) | Corp H&S Team OBJ KPIs Actions | Progress 2022/23 |
|------|--------|------------------|---|---|--|---|
| | | decision making. | | | | |
| | | | | | Annual Committee programme. | Communication via corporate and sub-committee annual programmes, with a standard core agenda and formal reports and papers. |
| | | | | | Ensure that Corporate Health and Safety Committee occurs on a quarterly basis to ensure that key activity is undertaken. | Completed |
| | | | | | Ensure that Health, Safety and Wellbeing Sub-Committees are held on a six-monthly basis. | Completed |
| | | | | | Ensure there is a standard core agenda used for all internal health and safety committees within Sefton. | Completed |
| | | | | | Ensure that there are formal reports provided to the Corporate Health and Safety Committee on a regular basis. | Completed |
| | | | Support the continued evolution of a positive 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. | This has not been started |
| | | | Develop and embed health and safety performance indicators (KPIs) across service areas, monitoring the | Through Departmental Management Team (DMT) meetings, monitor health and safety performance and update the improvement plan for the service areas. Provide updates at health and | Support DMTs to deliver KPIs and update improvement plans. | Work has started on the initiative. |
| | | | | | Attend at least one DMT for each service area to appreciate challenges and to provide | This is an ongoing action |

| Ref. | HSG 65 | Policy (Pledge) | Council Objectives | Objective Key Performance Indicators (All Council) | Corp H&S Team OBJ KPIs Actions | Progress 2022/23 |
|-------|----------------|--|--|--|---|--|
| | | | effectiveness of the policies, standards, and control measures. | safety committees, sharing good practice and lessons learnt. | 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. | There is currently sufficient guidance for managers to complete risk assessments. The monitoring of controls is identified through the audit and investigation of incidents. |
| | | | | Ensure the availability of documented risk assessments and share findings with staff. | Undertake sampling review of risk assessments completed by Managers to confirm availability, suitability, and sufficiency. | Sampled review of risk assessments 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. | Work is ongoing on this area. |
| | | | 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. | The work is currently ongoing |
| | | | 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. | Completed and ongoing |

| Ref. | HSG 65 | Policy (Pledge) | Council Objectives | Objective Key Performance Indicators (All Council) | Corp H&S Team OBJ KPIs Actions | Progress 2022/23 |
|-------|------------------|--|---|--|--|--|
| | | | | 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. | Completed and on-going |
| | | | | Share 'lessons learnt' from findings of investigations reports, and service area vulnerabilities identified during monitoring, audit, and review processes (SLB, DMT, etc) | Support the communication of data, trend analysis and lessons learnt through H&S committees, staff forums and Risk and Audit reports. | 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 and on-going |
| 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. | Informal feedback is provided in a number of ways to Managers and Assistant Directors |
| | | | | 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. | Audit programme has started to be undertaken. |
| | | | | | Provide presentations to departmental committees to support sharing of information, trends, legal and policy updates, and feedback. | <ul style="list-style-type: none"> • Provision of data, updates, trend analysis for all reports and highlight RIDDOR reporting causes and corrective actions within service areas. • Supporting the communication of data, trend analysis and lessons learnt through H&S |

| Ref. | HSG 65 | Policy (Pledge) | Council Objectives | Objective Key Performance Indicators (All Council) | Corp H&S Team OBJ KPIs Actions | Progress 2022/23 |
|-------|---------------------|---|---|--|---|---|
| | | | | | | committees, staff forums and Risk and Audit reports |
| | | | | 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. | We have started the initiatives |
| OBJ-5 | Competent Workforce | Training and instruction are 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. | This piece of work has been started. |
| | | | | | Provide progress reports to the Health and Safety Committees and forums. | Completed. |
| | | | | 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. | This is currently being developed. |