

Safety, Health & Environment Update for Audit & Governance Committee

This is to update the Committee on progress within the Council since the SHE Annual Report in September 2022. In particular, there was some discussion about violence and aggression and Members also highlighted health and safety training as an area of concern so the Committee requested an update after six months.

The Annual Report indicated some interim arrangements for where SHE sits within the organisation. Following a review, SHE now reports to the Assistant Director of Asset Management & Property Services.

Training Update

The Council has a legal duty to ensure all employees are provided with such information, instruction and training as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees. The following is how training is described in the health and safety policy:

- Induction training: is the responsibility of managers on commencement of employment and should include health and safety requirements applicable to the area they are working in. The GCC Induction Workbook outlines the basic health and safety information that all new and temporary employees need to know.
- Job Specific Training: In accordance with job profiles and outcome of risk assessments, managers are responsible for the identification of individual training needs, including any health and safety training.
- e-learning: The Council utilises e-learning where possible as an efficient way of delivering some courses, which are available from anywhere and at any time.

Any training is arranged either by the Organisational Development team within HR or by individual services. Health and safety training is not delivered in-house, therefore all health and safety training is commissioned from external training providers.

SHE advised on the training priorities recommended to roles across the whole organisation and had to submit bids to the OD corporate training budget. The following is the health and safety training completed in 2022/23:

- 475 employees have completed the Council's fire awareness e-learning
- 5 managers attended risk assessment training.
- 54 employees attended personal safety and lone working training.

Service specific health and safety training, such as the mandatory training provided for In House care services, does not come through the OD team and is not recorded on personnel records. The One Programme to replace the existing SAP system will give us an opportunity to capture this information.

Training has been identified for further review for 2023-24 and SHE will continue to work with OD and service areas to identify training needs and how the Council can deliver training efficiently and effectively.

First Aid

There has been a review of first aid provision across the organisation. One of the implications of agile working is that first aiders are no longer working in the same location so arrangements are required to ensure persons in our buildings get immediate help if taken ill or are injured at work. We have reviewed training records and carried out first aid needs assessments for the Council's workplaces. Services are to nominate suitable persons to be trained in first aid at work or "appointed persons", who do not require formal training but would take charge and call the emergency services when required.

Lone Working and Personal Safety

A new Lone Working Policy has been developed setting out the roles and responsibilities across the organisation to manage lone working and arrangements to protect the personal safety of our staff. Guidance has been shared to assist managers and staff to assess and reduce risks. Services have also developed their own safe practice and procedures for their teams, such as arrangements to keep in touch with people who work away from their base.

Lone working and the control of personal safety risks will continue to be a health and safety priority for the Council in 2023/24. The training was delivered as a pilot and will be evaluated. The outcome of which will inform a recommendation on the training going forward.